SIGNING IN AND LIBRARY ACCOUNT

Signing in and library account

After accessing the online catalog via our main page - www. biblioteka.gumed.edu.pl/en/ - in the upper right corner of the page, click "Sign in".

| Q GDAŇSKI UNIWERSYTET MEDYCZNY GLÓWNA | | LIBRARY SEARCH | BROWSE | JOURNAL SEARCH | REPOSITORY PPM GUMED | PURCHASE REQUEST | | | 3 | * | Sign in | Menu 👻 |
|---|--|--|--|--------------------------------------|--|--|---------------|---|---|---------|------------|--------|
| | Search anything | | anywhere i | n the record | ÷ | | _ | Ŷ | Q | ADVANCE | ed se/ RCH | |
| | | Sign in to get | complete res | ults and to re | quest items | Sign in | ← | | | | | |
| collec It allor MUG I electri MUG I additi journa Faru I | Catalog is the basic sour ions of the library and int vs searching at three leve ibrary – provides searchi nic magazines ibrary + articles – search nally allows you to searc Is and e-books ibraries – allows you to c , but also the partner libr | formation syste Is: ng for books, e es the entire be h articles and o heck not only t | em -books, prin ook collectic chapters frou the collection | t and on and m e- ns of our | Reg Libr Creation How Rule Price Information Information | ary services ting a library to use the cass of borrowing e list of fees of rmation about bases | atalog? ng | | | | | |

MUG students and employees, after selecting the appropriate field, will be redirected to the Central Authentication Service, through which they will sign in to their library account in the same way as they log in to the university mail or Extranet.



Other users, such as health care workers enrolled for a fee, select the "External user" field. They sign in with their library card number and existing password. The first time they log in, they will be asked to change it.



1.2

Library account

The "Library Card" tab serves as the reader's profile. It is here that you can check your current loans, return dates, orders placed or any information about fees charged.

| My Library Card | |
|-------------------------|--|
| OVERVIEW LOANS REQUESTS | FINES + FEES MESSAGES PERSONAL DETAILS |
| Loans | Fines + fees |
| | $\mathbf{\Theta}$ |
| There are no loans | There are no fines |
| Requests | Messages |
| XÔX | |
| There are no requests | There are no messages |

The "Loans" tab shows you the books currently borrowed. Next to the title, in the middle column, you can check the return date.



1.2.1

You can renew your loans online after loging into your account; each item may be renewed twice, each time for 30 days. If the renewal is possible, the button in the right column of the table will activate allowing us to do the renewal.



When a borrowed book is overdue, a clock symbol will appear next to the "Loans" tab and the return date will highlight in red; in such case the renewal of the book is not possible.

| < > | My Library Card | | | | | | | | | | |
|---------------|--|-----------------------------|---------------|--|----------|------------|-----------|----------|-----|--|--|
| | OVERVIEW | LOANS | REQUESTS | FINES + FEES | MESSAGES | PERSONAL D | ETAILS | | | | |
| | Loans | 1 | | | | | Sc | ort by 🔻 | Ξ¢ | | |
| | 2 loan(s) | 1 | | - + | | | | Ŧ | ••• | | |
| | 1 Anatomy / April, Ernes | / Ernest W. April st W. | ; ill. by Ann | Overdue: 10/02/ Pick up: Main Libra | | lers for t | RENEWABLE | | ~ | | |
| | ² Gray's ana Drake, Rich | atomy for studer hard L. | nts / Richar | Overdue: 10/02/ Pick up: Main Libra | | lers for t | RENEWABLE | | ~ | | |
| | | | | | | | | | | | |



The "Requests" tab shows the completion status of the placed order. Implementation statuses are divided into: "Ready to pick up", "In process" and "Currently borrowed".

| ۹> | My Librar | y Card | | | | | | | | |
|----|--|--------|-------------------|--|-------------------|---|---|--|--|--|
| | OVERVIEW | LOANS | REQUESTS 🗘 | FINES + FEES | MESSAGES | PERSONAL DETAILS | | | | |
| | Requests | | | | | Request type 🔻 | Sort by ▼ Ξ≎ | | | |
| | 3 request | (s) | | | | | Ŧ | | | |
| | ¹ Pharmacy in health care and instituti | | | ♠ REQUEST. Read until 21/02/2024 Location: Lending | | requested item is ready for pick at selected location | | | | |
| | ² Grainger & Allison's diagnostic radiol Grant, Lee Alexander. | | REQUEST. In Proce | - | request sent to t | he Storeroom; in prepa | ration | | | |
| | ³ Netter's clinical anatomy / John T. H Hansen, John T. Autor | | | REQUEST. Current Place in queue is:2 Location: Lending | | | e borrowed by another ler will be processed w s is returned | | | |

When the order is ready for pickup (in the Lending Unit or the Book Pick-up Machine), a notification will be sent to the reader's email address and a green bell icon will appear on the reader's card to indicate the change in status.

| GOANSKI BIBLIOTEKA GLOWNA LIBRARY SARCH PPM GUMED My Library Card OVERVIEW LOANS REQUESTS FINES + FEES MESSAGES PERSONAL DETAILS Request(s) Pharmacy in health care and institutional syste REQUEST, In Process Pick up: Lending Unit Cancel this request? NO | You can also canc | el your reque | est in th | is tad. 🛛 🗕 | | | | |
|---|-------------------------|---------------|-----------|------------------|------------------|----------|------------|--------|
| OVERVIEW LOANS REQUESTS FINES + FEES MESSAGES PERSONAL DETAILS Request type All Sort by Status Sort by Status Status Image: Sort by Status </th <th>UNIWERSYTET BIBLIOTEKA</th> <th></th> <th></th> <th></th> <th></th> <th>3</th> <th>*</th> <th></th> | UNIWERSYTET BIBLIOTEKA | | | | | 3 | * | |
| Requests Request type All ▼ Sort by Status ▼ E\$ 4 request(s) ▼ I ··· Pharmacy in health care and institutional syste REQUEST. In Process Cancel this request? NO | My Library Card | | | | | | | |
| A request type All Sort by Status =: 4 request(s) Pharmacy in health care and institutional syste REQUEST. In Process Cancel this request? NO CANCEL | OVERVIEW LOANS REQUESTS | FINES + FEES | MESSAGES | PERSONAL DETAILS | | | | |
| Pharmacy in health care and institutional syste REQUEST. In Process Cancel this request? NO CANCEL | Requests | | | F | Request type All | ▼ Sort b | y Status 🔻 | Ξ≎ |
| Cancel this request? NO CANCEL | 4 request(s) | | | | | | . | ••• |
| | | | | Cancel thi | s request? | NO C/ | ANCEL | \sim |

1.2.3

The "Fine + Fees" tab shows <u>ONLY</u> charges for late returns (closed, non-growing fines). Charges for books borrowed but not returned yet continue to accrue. This means that the final amount of fines will appear in this tab once all the overdue copies are returned.

| | | LIBRARY SEARCH | BROWSE | JOURNAL SEARCH | REPOSITORY PPM GUMED | PURCHASE REQUEST | | | |
|---------------|--|-----------------------|--------------|-----------------------------------|-------------------------|---------------------|----------|----|--|
| < > | My Library Card | | | | | | | | |
| | OVERVIEW LOANS OO REC | QUESTS <mark>A</mark> | FINES + FEES | MESSA | GES PERSC | DNAL DETAILS | | | |
| | Fines + fees Current fines: 10.00. | | | | Sor | rt by Fine Date - | Newest 🔻 | ≡≎ | |
| | ¹ Overdue fine Historia leków naturalnych. T. 6, Roś | liny odurzające | | ne: 10.00 PLN ne date: 15/02/2 | 024 | | | ~ | |

That's why it's always a good idea to make sure that you don't have any overdue books that are already being charged for in the "Loans" tab.

1.2.4

Personalized messages sent by the Library may appear in the "Messages" tab. These are independent of notifications received by email, such as a return reminder or current loan status.

In the "Personal Details" tab you will check the correctness of your data. Please do not change the entered email address from the @gumed domain, as a change may cause problems with logging into your account and make it difficult to synchronize with university systems.