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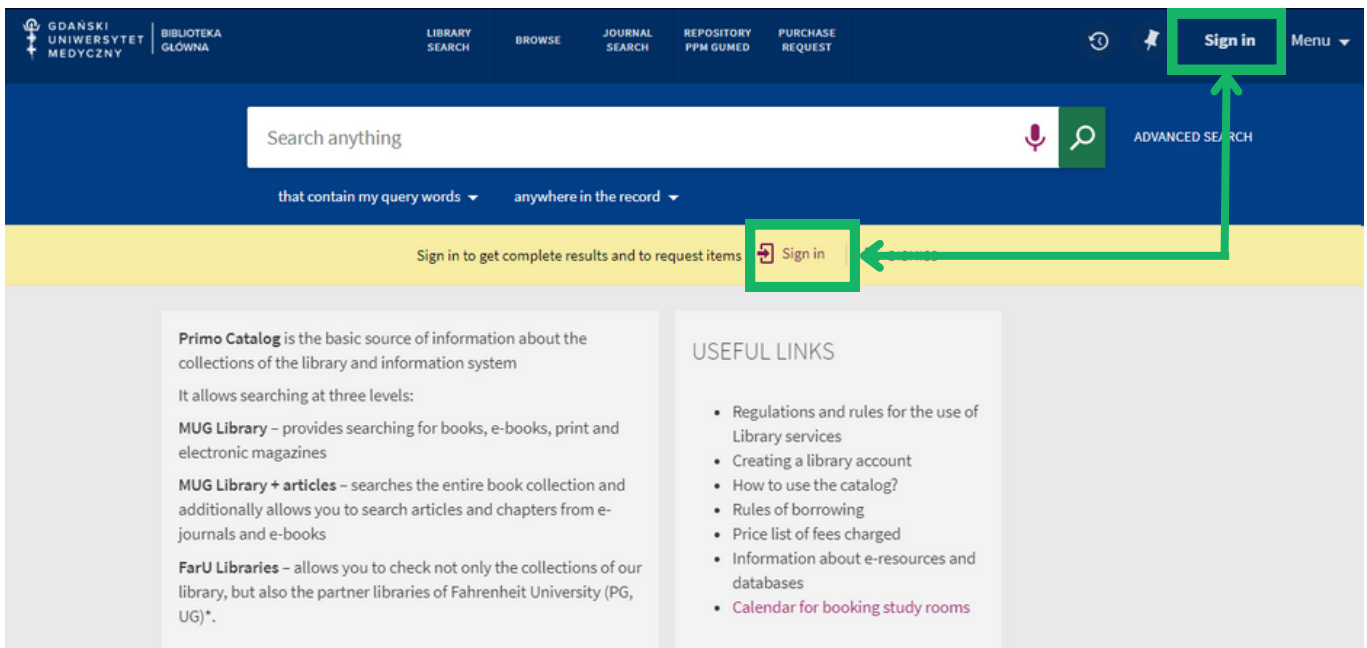
SIGNING IN AND LIBRARY ACCOUNT

1.1

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".

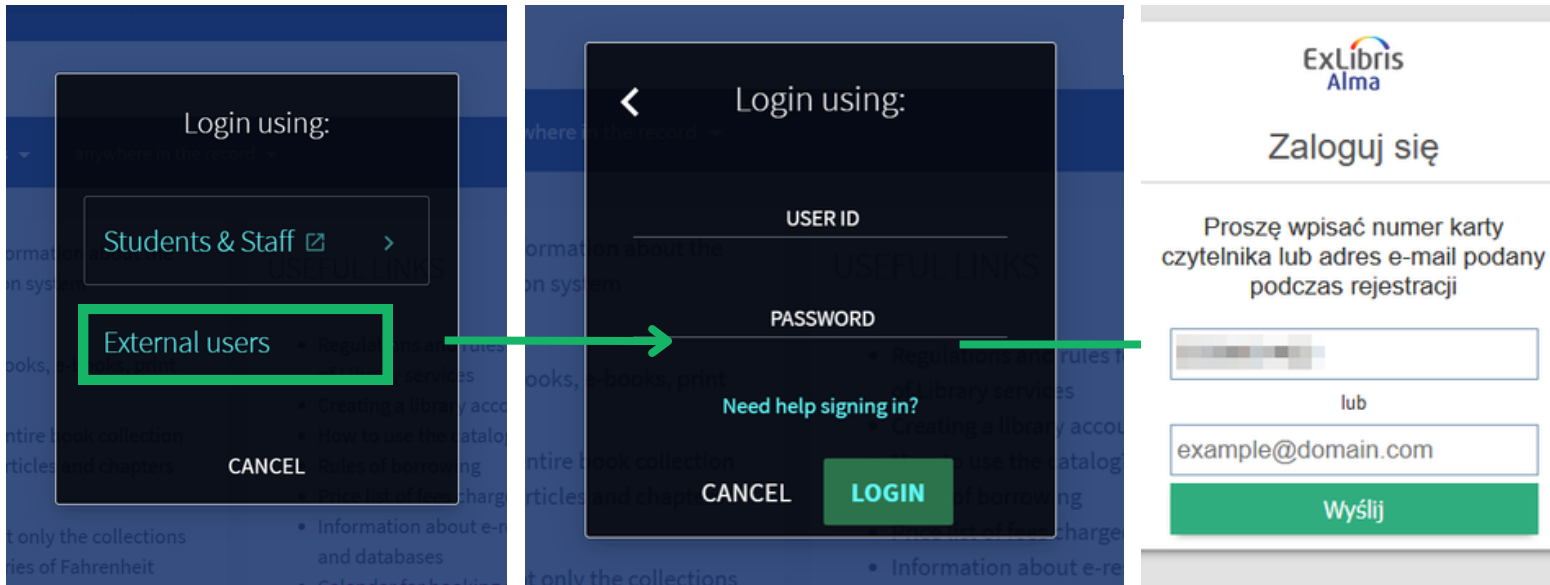
in the upper right corner of the page, click "Sign in".



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.



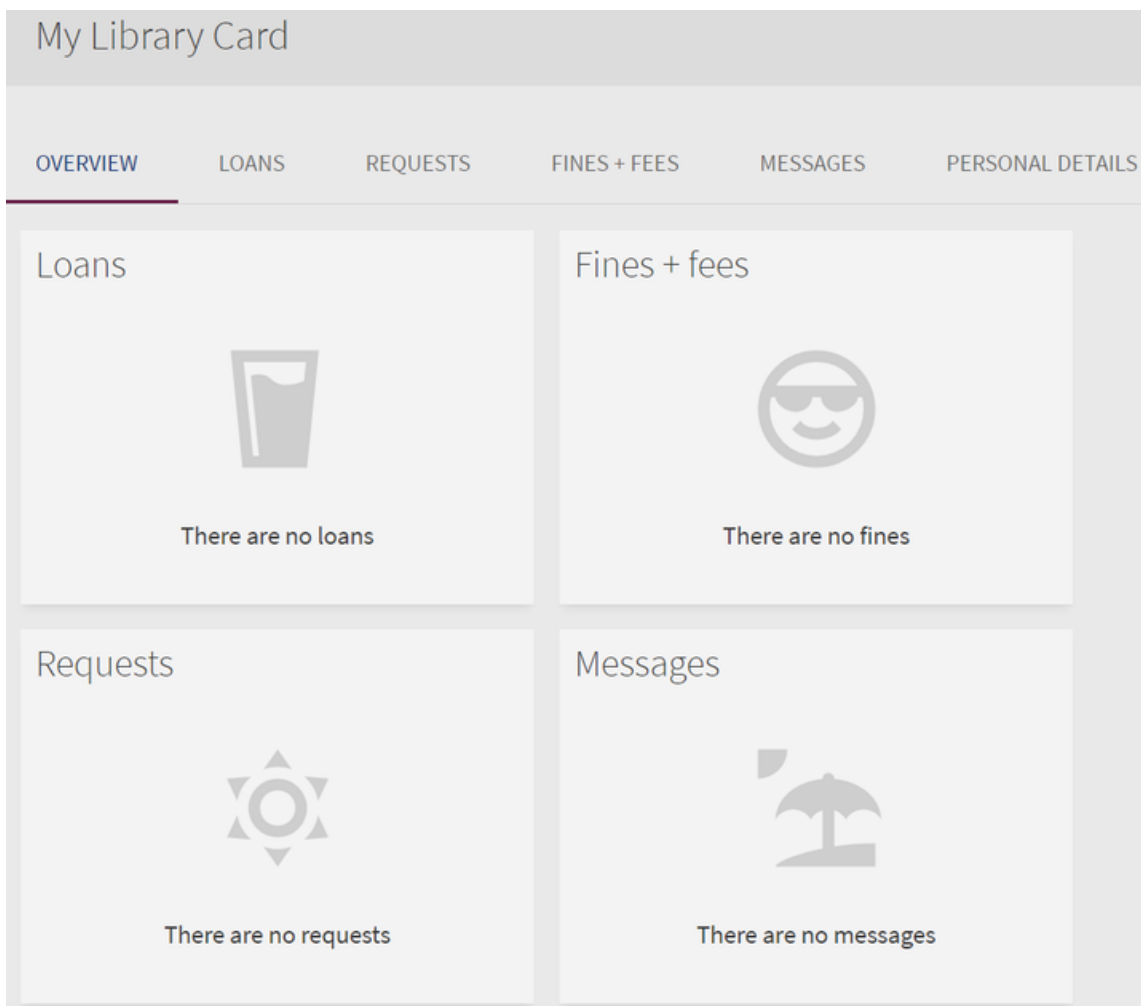
Other users, such as health care workers enrolled for a fee, select the "External user" field. They sign in with their **library card number** and **existing password**. The first time they log in, they will be asked to change it.



1.2

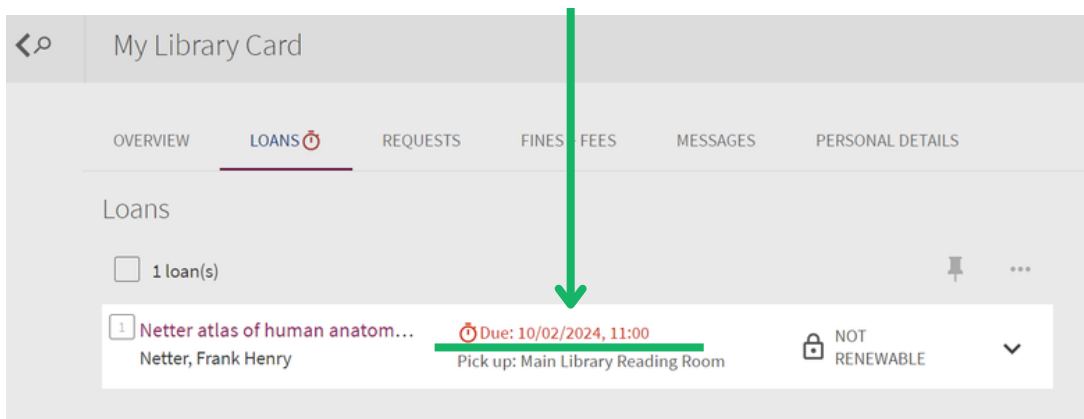
Library account

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.

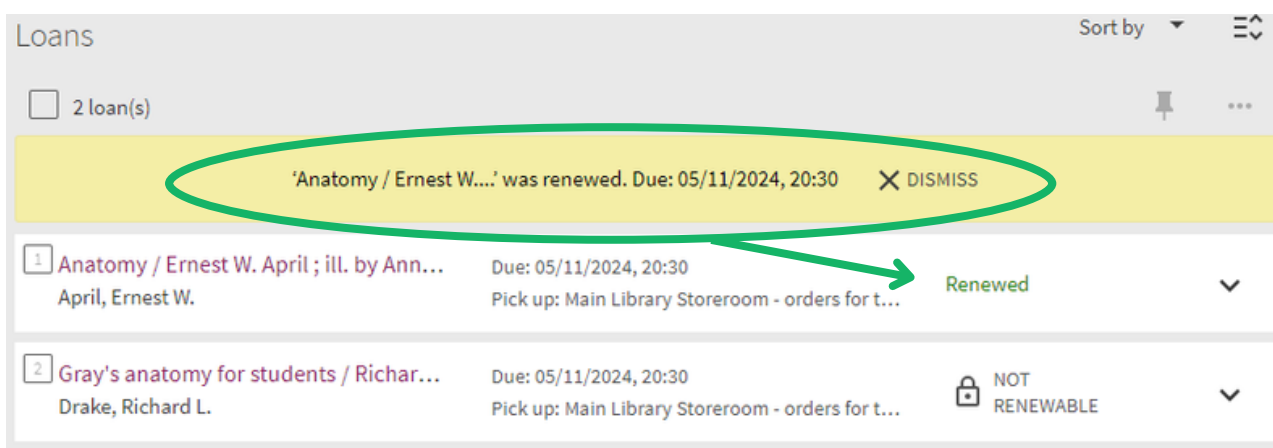
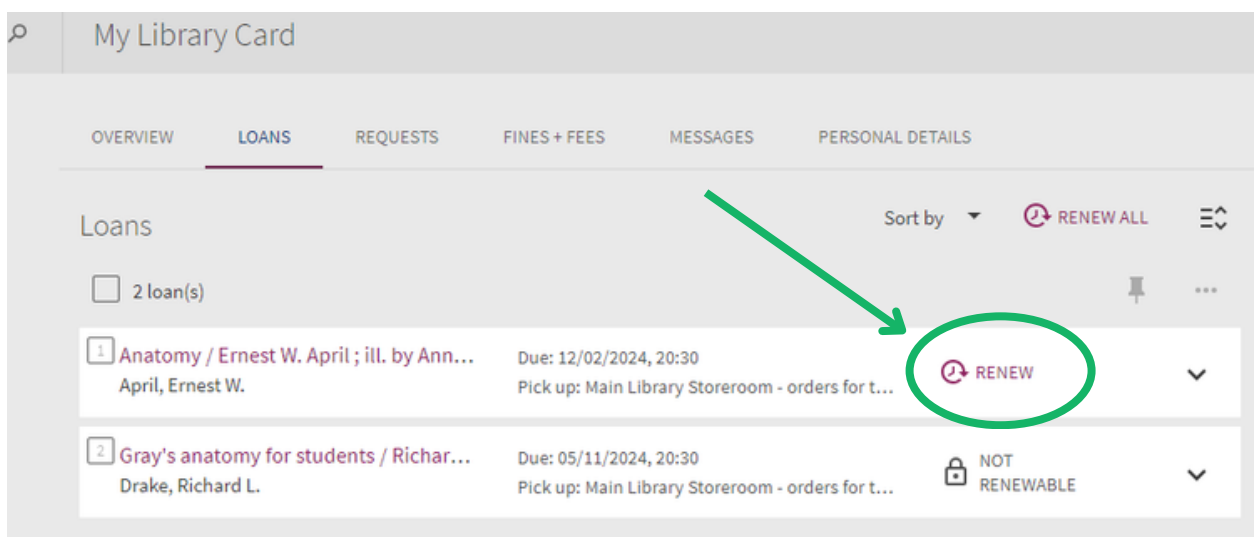


1.2.1

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



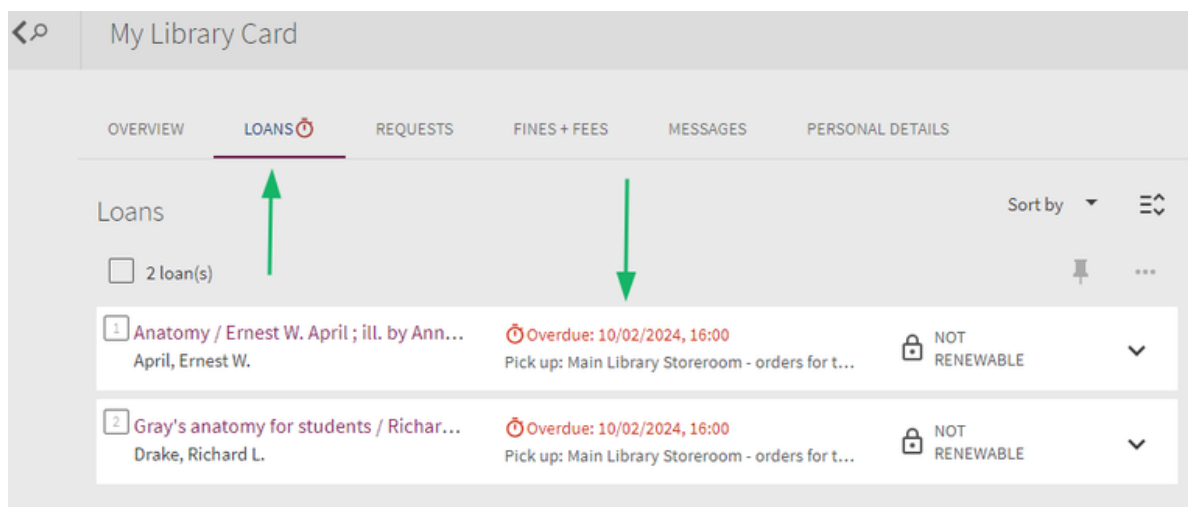
You can renew your loans online after logging into your account; each item may be renewed twice, each time for 30 days. If the renewal is possible, the button in the right column of the table will activate allowing us to do the renewal.



Conditions of renewal:

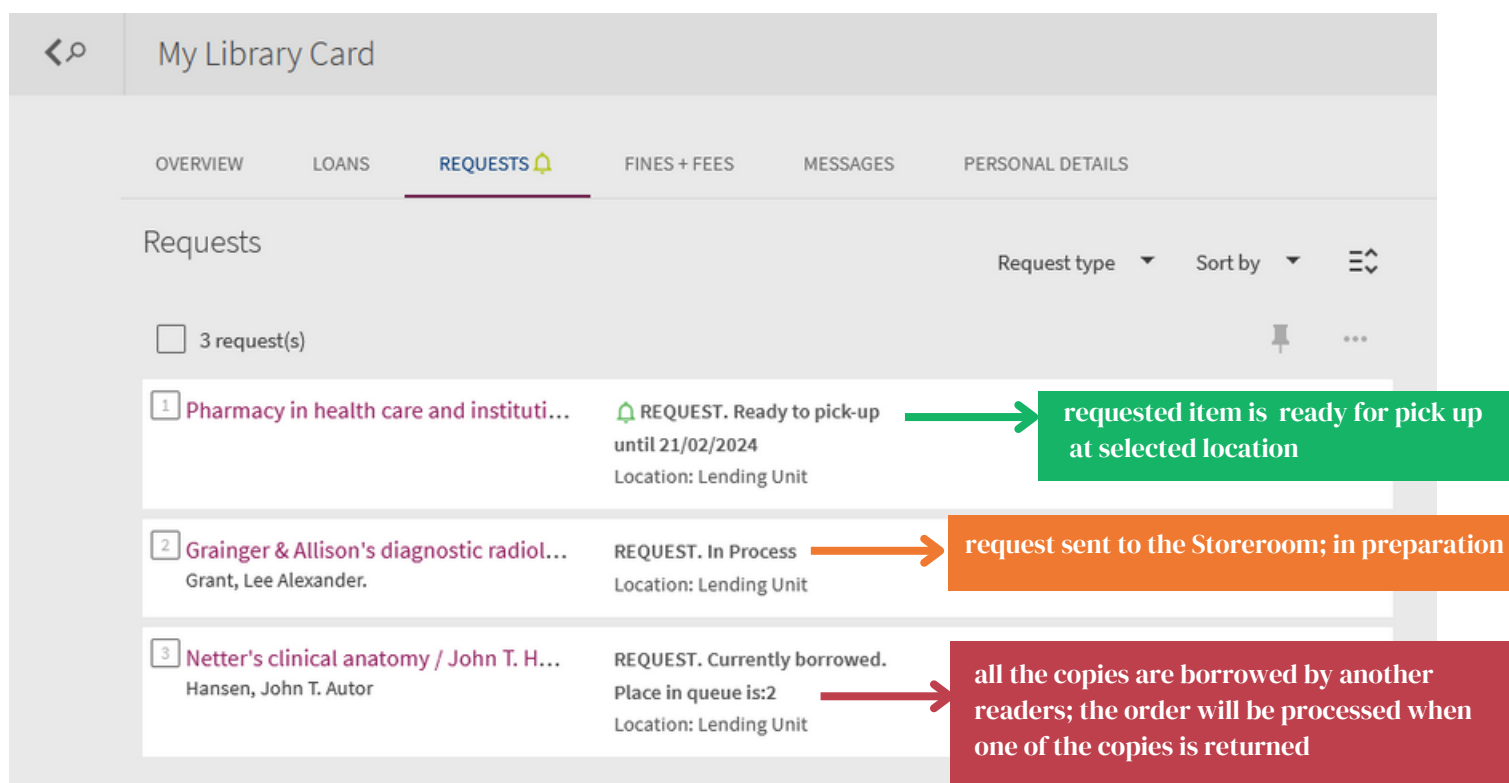
- no overdue books
- not earlier than 5 days before the date of return of the book
- when another reader is not waiting in the queue

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.



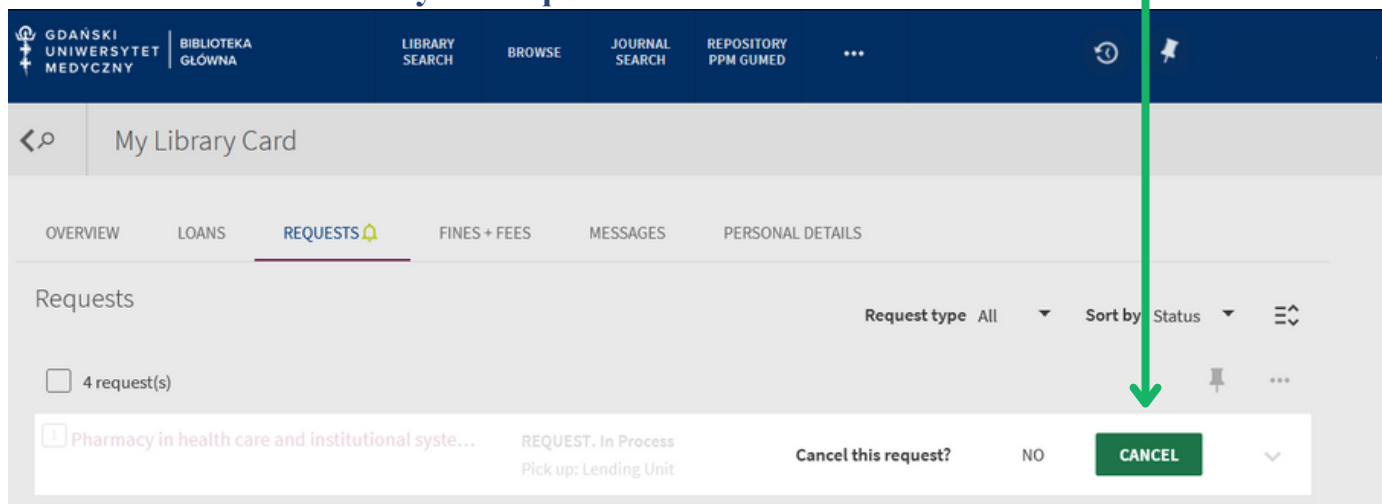
1.2.2

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".



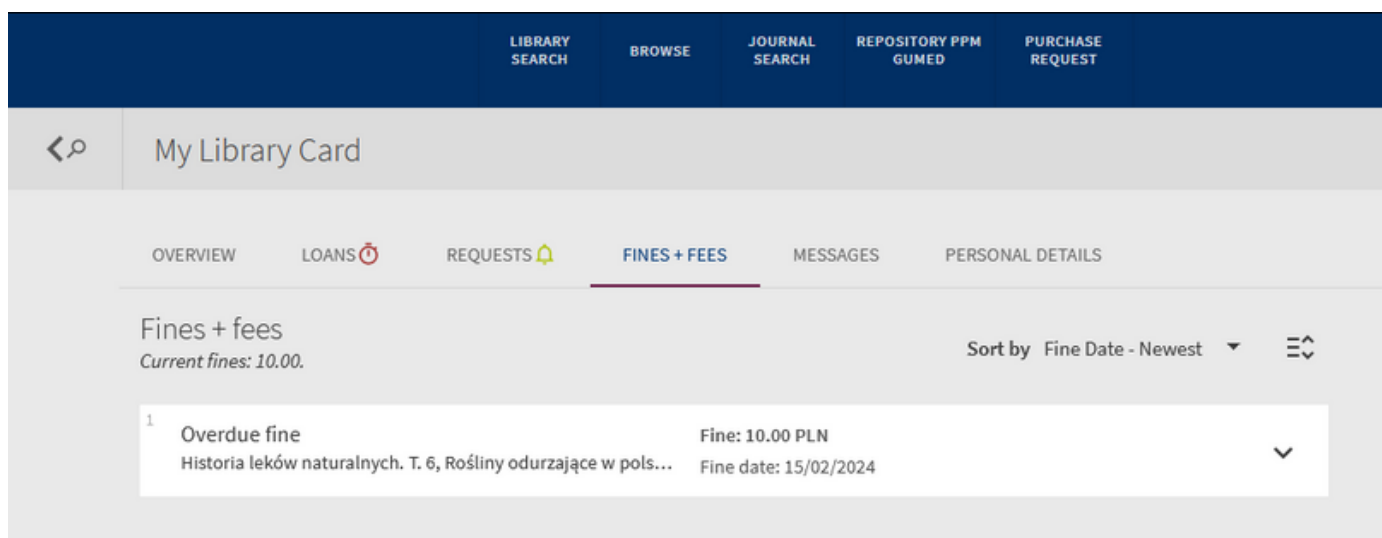
When the order is ready for pickup (in the Lending Unit or the Book Pick-up Machine), a notification will be sent to the reader's email address and a green bell icon will appear on the reader's card to indicate the change in status.

You can also cancel your request in this tab.



1.2.3

The "Fine + Fees" tab shows **ONLY** 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.



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.