

User account options in OPAC of the Diözesanbibliothek

(Data as at February 13, 2018)

By clicking the button **Borrower account** in OPAC of the Diözesanbibliothek certain user options are made available to you online.

In order to use them you have to **log in** first. After clicking the button **Borrower account** a two-lined input window will appear:

In the first line you enter your **eight-digit user number** of your user identification card.

In the second line you enter your **password**. The default password is your date of birth (DD.MM.YYYY; for example: 01.01.2001). Please change your password as soon as possible!

Then click the button **OK** to get on your account.

The menu bar of the "Borrower account" contains the submenus (buttons from left to right) "Borrower information", "Loans", "Hold requests", "Cash records" and "Change password".

On entering the borrower account the submenu **Borrower information** is activated:

On the head of the screen your user data will be displayed.

On the lower left side of your screen a summary of your activities will be displayed ("Loans", "Hold requests" and "Cash records").

The lower right side is reserved for administration data.

If you click **Loans** in the menu bar, a list of your currently borrowed media is shown.

By clicking the magnifying glass symbol on the left you get detailed information about each borrowed item.

Here you can extend your lending time by clicking the button **Renew**.

If you click the button **Renew all**, you extend the lending time of all currently lent media (provided there are no impediments such as blocking matters or hold requests).

To print your current lending list click **Datei** and **Drucken**.

By selecting **Hold requests** a list of your current hold requests / orders will be shown.

By clicking the magnifying glass symbol you get detailed information about the respective medium. You also have the option to delete hold requests for media you don't need anymore by clicking on the button **Delete**.

By selecting **Cash records** you get an overview of unpaid fees if you got any.

In the submenu **Change password** you can change your default password. Please enter your chosen password in both input lines and confirm it by clicking the button **OK**. **Please do not forget to change your default password!**

If you forget your chosen password, please contact the library staff!

Make hold requests / orders

In order to pre-reserve or to order a medium, search for the title in the OPAC system and choose the medium you are looking for. Click the button **Number of items** in the second last row of the catalogue site. You receive an "Item list" including information such as the shelf mark/location, collection and current status of the item (for example whether the item is currently occupied, not available in this library, ordered, on business routine, or available).

If the item is currently available, you can click the button **Order**. If you are signed in you can immediately click the button **OK** on the following page. If you are not signed in a login window will open. Enter your user data, click **OK** to log in and confirm your request by clicking **OK** on the following page to complete your order. As soon as the medium is made available you will receive a notification and the medium is reserved for you for the following seven days.

If all the chosen items are currently not available, you can still make a hold request using the same method. You will have to wait until the book is returned though, before it can be made available for you. You then receive a notification that the book is reserved for you for the next seven days.

If the location information in the item list reads: "Einzelsignatur", and/or the note information states: "Bitte den entsprechenden Jg./Bd. bestellen", please go back one step in the OPAC system and click the grey arrow behind the number in the Issue line. Here you are able to choose your desired volume and to click the button **Number of items** afterwards.

If you notice that your chosen medium is already lent, the due date is longer than fifty years and the note information states "Bei Interesse bitte an der Ausleihtheke melden", please contact the lending desk as there are books which are permanently borrowed, but can usually be made available for you for a certain period.

To sign out of your account, click on the button **Finish session** on the left side of the headline next to the button **Borrower account**; then confirm your logout by clicking the following button **OK**.

For any further questions please contact the library staff!