What is the Univerity Library network?

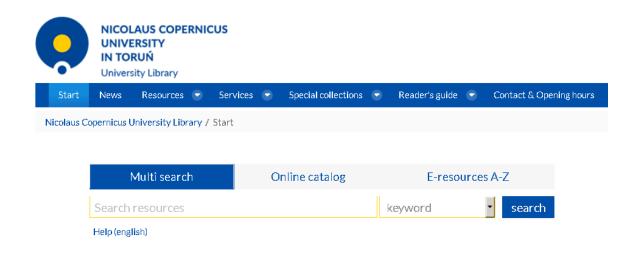
The University Library consist of the Main Library and 14 special libraries which hold different subject collections and are located at the university campus in Bielany and in the city centre. Students may use all NCU libraries, borrowing or reading on site.

http://biblioteki.umk.pl/

How can I search library resources?

The basic tool for discovering the resources of the NCU Library is the Multisearch box located below and on the portal's home page https://www.bu.umk.pl/web/eng/

- The <u>Multisearch box</u> allows you search electronic and traditional resources: databases content, NCU Library Catalog, repository, digital library, etc.
- The <u>Online catalog</u> allows you search and order publications from printed collections of the NCU Library Catalogue and access to the "<u>My Account</u>" option.
- E-resources A-Z enables you to search eperiodicals and ebooks subscribed by the NCU.



How can I search library catalog?

You can search library catalog, order, reserve and prolongate books logging via Central Authentication Service, using your NCU email account.

CENTRAL AUTHENTICATION SERVICE									
In order to use this service you must be a staff member or a student or an alumn of UMK and you must have an account on one of the university servers.									
See here to find out how to apply for an account.									
ENTER YOUR NETWORK ACCOUNT ID AND PASSWORD:									
User:	NCU email address								
	e.g. login@umk.pl, login@his.umk.pl, nralbumu@stud.umk.pl Password dedicated to your NCU email account								
Password:									
	LOGIN								
» help » list of serv	ices » about this page » wersja polska								

You are logged in as: 290645@stud.umk.pl [Logout]								
Your mailbox contains: messages: 2 new: 2								
IMP - poczta studencka University Study-Oriented System - USC Archive of diploma theses Forum Uniwersytetu Mikołaja K pernika University Library Catalogue E-PORTFOLIO (Biuro Karier UMK) NCU Moodle (UCTS) Szkolenie biblioteczne (Biblioteka Uniwersyteck Directory of Polich legislation Elektronische Zeitschriften Bibliothek	Select Library Catalogue							

How to make an order in the Library online catalog?

Select an appriopriate index and enter a search term, eg. book title ("Tytuł"):



You will get a list of books by selected title. Than choose the title you are looking for:

A bibliographic record with all necessary information to order the book is a result.



Than check if the book is located in the NCU Main Library ("Biblioteka Główna UMK") or in one of special libraries (e.g. Collegium Humanisticum Library = "Biblioteka Collegium Humanisticum"). Books located in the Main Library you can borrow at the Main Library Lending desk. Books located in any special library you may borrow at appriopriate special library.

If the book is available ("dostępne") push the button "Zamów" to order the book. When you are going to borrow a book from the Main Library, choose Main Library ("Biblioteka Główna"). If you want to use it on site, choose Main Reading Room, ML ("Czytelnia Główna, BG"). Your ordering will be realised after confirmation (click "OK" to finish).

Złożenie zamówienia do magazynu Lokalizacja odbioru: Czytelnia Główna, BG Lokalizacja odbioru: Bibl. Główna UMK Uwaga. Proszę sprawdzać lokalizację odbioru. • W przypadku pozycji z Biblioteki Głównej lokalizacja Bibl. Główna UMK oznacza wypożyczenie do domu i po książkę należy się zgłosić do wypożyczalni, a pozostałe lokalizacje oznaczają Czytelnie w Bibliotece Głównej. • W przypadku pozycji z Bibliotek Wydziałowych odbiór zawsze jest w danej Bibliotece Wydziałowej. W niektórych Bibliotekach Wydziałowych możliwe jest zamówienie publikacji do skorzystania na miejscu - w lokalizacji odbioru jest wyraz 'Czytelnia'.

The ordered book is waiting at the Lending desk of the Main Library for 3 days. Your library account will be blocked after the third day if you do not collect the books you have ordered.

Books stored in the Open Collection (second and third floor of the Main Library) cannot be ordered online, it is self-service based ("Samoobsługa"). If self-service appears in the Ordering field ("Zamawianie") you need to find the book on a shelf, using specific call number (eg. Ckabd/***/Wor/2017) in the relevant collection (eg. ML, OC – History = BG, WD, Historia) and bring it to the Lending Desk on the first floor or to the Main Reading Room on the second floor. A librarian will check it out for you. You can also go straight to the floors, where the subject collections are available, browse the books by the shelves or the table, and then borrow the ones that interest you.

How many books can I borrow?

- NCU students and postgraduate students 15 volumes for 30 days;
- NCU faculties and librarians 50 volumes for 12 months:
- PhD candidates 30 volumes for 3 months;

How to renew a book?

You can renew your books online (6 times) provided there are no reservations, 7 days before the due date. After logging to your library account and entering the list of borrowed books you will see the link "renew" ("Przedłuż") in the last column.

Bibl. Główna UMK	Otwarte repozytorium Uniwersytetu Jagiellońskiego jako element systemu zarządzania informacją instytucjonalną : wyniki badań przeprowadzonych wśród przedstawicieli środowiska akademickiego uczelni /	Aci/Janiak, Małgorzata/Otw/2017	Pełny opis	0	1	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Niezwykły talent Iris Grace : opowieść o małej dziewczynce i jej wyjątkowej kotce /	1295281	Pełny opis	0	7	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Biblioteka w społeczeństwie wiedzy : informacja, edukacja, profesjonalizm : konferencja naukowa Biblioteki Uniwersytetu Łódzkiego : materiały konferencyjne = Library in the knowledge-based society : information, education, professionalism : scienti	Ac/***/Bib/2015	Pełny opis	0	1	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Autyzm na co dzień : ponad 150 sprawdzonych sposobów postępowania z dzieckiem ze spektrum autyzmu /	1362448	Pełny opis	0	0	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Prawdziwy człowiek : osobista opowieść o dorastaniu i edukacji w autyzmie /	1262654	Pełny opis	0	7	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Kochaj i pomóż dorosnąć : jak pomóc dziecku ze spektrum autyzmu wejść w dorosłe życie /	Dwi/Grandin, Temple/Koc/2017	Pełny opis	1	0	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Apostoł w podróży służbowej : prywatna historia sztuki Zbigniewa Herberta /	Els.t/Herbert Z./Apo/2006	Pełny opis	0	3	Wypożyczony do	20-09-23	Przedłuż
Bibl. Główna UMK	Od naturalizacji do funkcjonalizacji : taktyki użytkowania serwisu Instagram /	Bzfd/***/Od /2018	Pełny opis	1	0	Wypożyczony do	20-09-30	

How can I make a reservation of a borrowed book?



If the book is borrowed by another reader you can reserve it via the option-link 'connect' ("Podłącz się") in the online Library catalog. 'Connect' - indicates set in the queue and wait for a book return that is on loan to another user. When the book is returned, an automatic notification is sent by email that the book is waiting to be collected at the Circulation Desk. Books ordered by reservation are held at the Circulation Desk for 10 days. Your library account will be blocked if you do not collect within ten days the books you have reserved.

Where and when should I return borrowed books?

Borrowed books should be returned to the library from which they were borrowed. For books returned after their due date the system automatically generates a late fee of 0.30 PLN per day. The fee should be paid via PayU from your own library account – option link "Locks, messages" ("Blokady, komunikaty").

How to order a periodical?

Current and archived back issues of periodicals you should find in the Library online catalog selecting an index: Periodical ("Czasopismo") and entering a periodical title. Periodicals can be ordered from the storage into the Main Reading Room or Periodicals Reading Room. First check in which library the periodical is located. Periodicals located in the Main Library you can use at the Main Library Reading Rooms. Periodicals located in any special library you may use at appriopriate special library. Periodicals are not-circulating library materials.

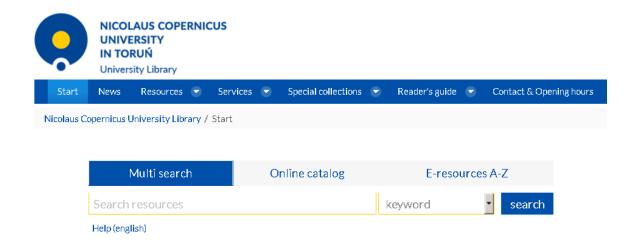
If the periodical is available ("dostępne") push the button "Zamów" to order it. Than choose appriopriate Reading Room (Main Reading Room, ML = "Czytelnia Główna, BG" or Periodicals Reading Room, ML = "Czytelnia Czasopism, BG". Your ordering will be realised after confirmation (click "OK" to finish). Periodicals ordered to be sent to reading rooms will be held for readers for 3 days.

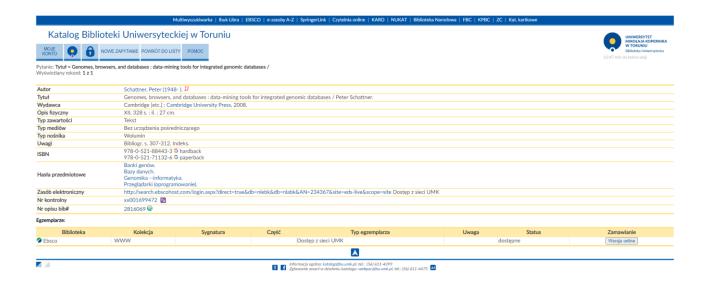
Which library collections can not be borrowed home?

- periodicals
- encyclopedias, dictionaries, bibliographies,
- books published before 1960
- special collections (manuscripts, old prints, graphics, cartographics, social life documentation etc.)
- materials stored in reading rooms
- books stored in Open Collection with a bright red label on their spines.

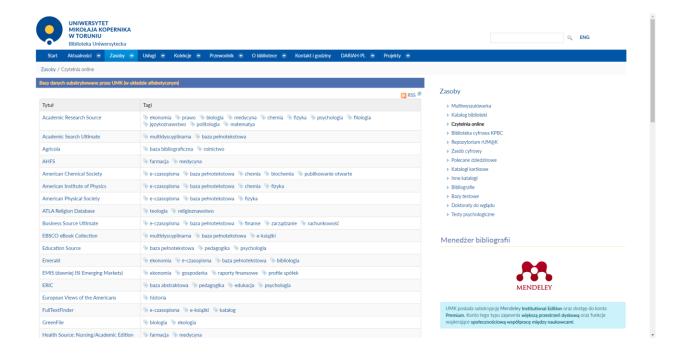
Where can I find ebooks and eperiodicals?

- using the Multisearch engine:





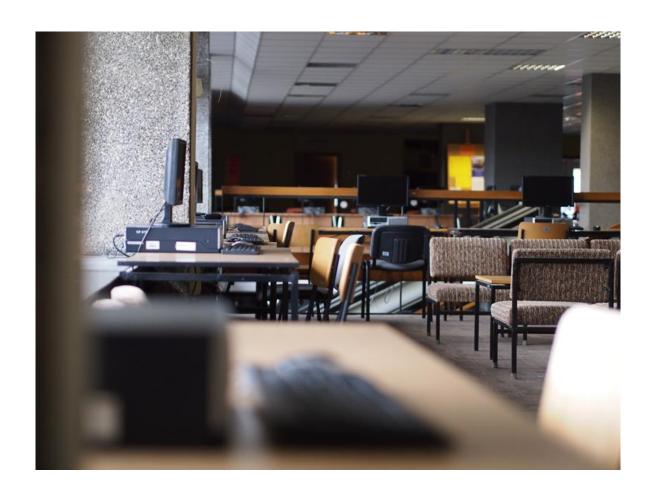
- in the bibliographic description of a book or journal in the Library online catalog
- on the Library Online Reading Room (bookmark: Resources)



Where may I use the Library eresources?

Library electronic resources are available:

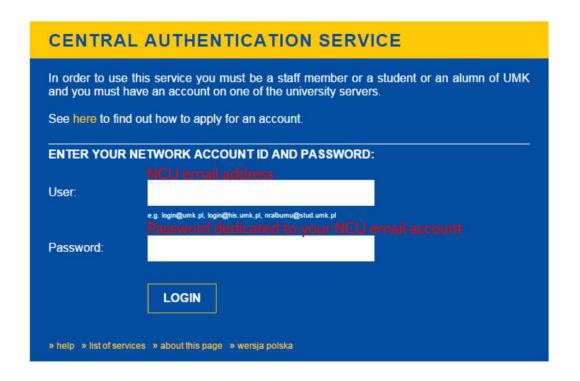
- on computer workstations with internet access at the Main Library building



- at the unicersity campus by connecting to eresources via wireles network Eduroam on laptops and other mobiles



- most e-resources are available from home. You can access them by logging via Central Authentication Service using your NCU e-mail box login and password.



How to use special collections?

The Special Collections Department comprise archives, social life documents, art prints, music scores, maps, manuscripts and old prints. Each Collection is stored in a separate storages with one Reading Room, you can first consult the online <u>Special Collections Card Catalogs</u>. Please indicate

what materials you would like to access. A librarian will be happy to prepare them for you. You cannot borrow items to take home.

To access the special collections you will be asked to complete a Reader Form, additionally, you may be required to provide a written Request to access the special holdings.

Many special collections' objects are avalilable at the <u>Kujawsko-Pomorska Digital Library</u>. If the book has been digitized and is available in a digital library - in the library catalog you will also find links to the digital version. Digital copies are made in the Library Digital Office . Paper copies and prints are made in Presto Copy Centre placed in the library building.

When the library card is needed?

- the electronic student ID card is also a library card
 The library card is needed when you:
- borrow a book
- visit Library's Reading rooms

What should I remember when I am going to visit Reading Rooms and Open Collections?

- leave your jackets and coats in a cloakroom
- leave your bag in the locker, take the key with you
- use a free plastic bags (available in a cloakroom) for your own materials

Where can I make a copy?

Library Digital Office

repro@bu.umk.pl, phone (+48 56) 611 4769

The Library Digital Office makes copies of the NCU Library resources. Copies in resolution up to 600 dpi are saved in GIF, TIFF and JPG files.

To request copies, fill out a form detailing your order. You can place your request in a reading room, directly at the Digital Office or <u>online</u>. The request should state the following: call number, author, title, issue number (for periodicals) and pages you want to be copied (the <u>price list</u>).

Presto Copy Center - private office external company

bupresto@wp.pl, phone: (+48 56) 611 4567

There are self-service photocopiers at the Main Library located in Reading Rooms and in the open collections area (II floor). Two of them accept magnetic cards available for purchase at the Presto Copy Center (ground floor) and two require coins.

You can also place a photocopy request at the Presto Copy Center or at reading rooms by filling out a form with details of your order. While a few pages can be copied immediately, larger requests may

take longer. If you place your order at the Center or in a reading room, the cost is 0,15 PLN per page. The Presto Copy Center offers a range of copying services, binding and laminating.

How can I contact the Library?

https://www.bu.umk.pl/web/eng/contact

Nicolaus Copernicus University Library, Gagarina 13, Str. 87-100 Toruń, POLAND

informacja@bu.umk.pl, phone: (+48 56) 611-4399

You can also ask a question using <u>Ask a librarian</u> option. A librarian will answer your questions during the Library's opening hours.

