


ALEPH Catalogue

| | | | | | | | |
|--|------------------------------|-----------------------------|------------------------------------|-----------------------------------|---------------------------|----------------------------|---------------------|
|  | Sign-in | End Session | My Library Account | Preferences | Databases | Feedback | ILL |
| | Browse | Search | Results List | Previous Searches | Basket | My e-Shelf | |
| | Basic Search | Multi-field | Multi-base | Advanced Search | CCL | | |

2

Basic Search

| | |
|--|--|
| Type word or phrase | <input type="text"/> |
| Field to search | <input type="text" value="Wszystkie pola"/> |
| Words adjacent? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Base to search | <input type="text" value="Baza SGH"/> |
| <input type="button" value="Go"/> <input type="button" value="Clear"/> | |

1. In the ALEPH System you have the possibility to monitor your library activities thanks to the **My Library Account** function. You can verify yourself your loans, requests, transactions, or renew on-line the item you have on loan.

2. To pass from the search page with the Basic Search function, that always opens the ALEPH Catalogue, to the page with your personal information - just press the **My Library Account** tab from the top persistent menu bar.

Proszę podać swoje dane:

| | |
|--|----------------------|
| ID użytkownika (nr alb./ nr karty bibl.): | <input type="text"/> |
| Hasło (kod kreskowy z karty bibl./ leg. elektr.): | <input type="text"/> |
| <input type="button" value="Zaloguj"/> <input type="button" value="Anuluj"/> <input type="button" value="Kłopot z hasłem?"/> | |

1

2

Please identify yourself:

| | |
|---|----------------------|
| User ID : (No. of the electronic student ID/ library card) | <input type="text"/> |
| Password: (barcode from the electronic student ID/ library card) | <input type="text"/> |
| <input type="button" value="Log On"/> <input type="button" value="Cancel"/> <input type="button" value="Forgot Password?"/> | |

1. Access to your account in the ALEPH System requires the ID and the password, to avoid unauthorized operations on your library records.

2. When you enter the demanded codes in, please press the button **Zaloguj = Log On**.

Account administration

[Sign-in](#)[End Session](#)[My Library Account](#)[Preferences](#)[Databases](#)[Feedback](#)[ILL](#)[Browse](#)[Search](#)[Results List](#)[Previous Searches](#)[Basket](#)[My e-Shelf](#)[Messages](#) | [Blocks](#) | [Personal Profile](#) | [SDI Profiles](#) | [Password](#) | [Addresses](#)

Account administration – My Library Account – HOPKINS Tom

There are 0 messages for you.

Activities:

(click to view more info, renew, delete, etc.)



| | | | |
|------------------------|--------------------------|---------------------|------|
| Wypożyczenia | <input type="checkbox"/> | Loans | 3 |
| Historia wypożyczeń | <input type="checkbox"/> | Loan History List | 23 |
| Zamówienia | <input type="checkbox"/> | Requests | 1 |
| Zamówienia ksero | <input type="checkbox"/> | Photo Requests | 0 |
| Transakcje | <input type="checkbox"/> | Cash Transactions | 0.00 |
| Zamówienia WMB | <input type="checkbox"/> | ILL Total Requests | 0 |
| Aktywne zamówienia WMB | <input type="checkbox"/> | ILL Active Requests | 0 |
| Zamówienia na godziny | <input type="checkbox"/> | Advance Bookings | 0 |
| Proxy/Sponsor | <input type="checkbox"/> | Proxies/Sponsor | 0 |

Blocks

You are not permitted to update addresses.

| | |
|----------------------|---|
| Address (1) | HOPKINS Tom ul.Czerniakowska 42 m.34 00-721 Warszawa |
| E-mail | thopki@sgh.waw.pl |
| Telephone (1) | 0 551 344 567 |
| Telephone (2) | |

1. When you have successfully logged in, you will see a set of several headings.

2. Each heading allows you to verify a different activity or function.
The most frequently visited are:

Wypożyczenia – Loans : to view items you have on loan, renew your loans, check due dates, check if any fines occur;

Historia wypożyczeń - Loan History List : to recall your last 30 loans;


Zamówienia – Requests : to view current reservations, their status, cancel no longer required ones;

Transakcje - Cash Transactions : to find out information on unpaid fines.

3. Pressing the chosen heading will take you to the table with precise information about the activity you need to check.

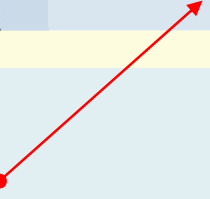
4. For example:
if you wish to view the items you have on loan
– click on the heading **Loans**.

Account administration

 Sign-in | End Session | My Library Account | Preferences | Databases | Feedback | ILL |
 Browse | Search | Results List | Previous Searches | Basket | My e-Shelf

User Info | Loans | Hold Requests | Loan History List | Renew All

Cash Transactions | Proxies/ Sponsor

3 

Administracyjna – Wypożyczone egzemplarze dla: HOPKINS Tom

Account administration – Items on loan for: HOPKINS Tom

For details about a loan, click on the underlined number.

| No. | Author | Opis Description | Rok Year | Termin zwrotu Due date | Grzywna Fine | Podbiblioteka Library | Sygnatura Call number |
|----------|-------------------------------|---|-------------|---------------------------|-----------------|--------------------------|--------------------------|
| <u>1</u> | Begg, David K. H. | Makroekonomia / David Begg, Stanley Fischer, Rudiger Dornbusch. | 2007 | 04/03/09 | | Biblioteka Główna | W.12546-2/7 |
| <u>2</u> | Waters, C. Donald J. (1949-) | Operations management : producing goods and services / Donald Waters. | 2002 | 18/03/09 | | Biblioteka Główna | W.12699/2 |
| <u>3</u> | | Poland / Organisation for Economic Co-Operation and Development. | 2008 | 21/02/09 | | Biblioteka Główna | W.12715/2 |

1. Thanks to the table of loans you can control exactly what item you have currently on loan, what is its due date, and whether the item is not overdue what could block your library account.

2. If you notice something that is incorrect, please contact immediately the Students' Lending Library.

3. Remember! To log out after each session, press the tab **Wyloguj = End Session** from the top persistent menu bar.