

Instruction Self Check versus Request

Ausgabestelle: Bibliothek
 Geltungsbereich: Fachhochschule Graubünden
 Klassifizierung: Nicht klassifiziert
 Ausgabedatum: 03.09.2019

Dear user

Please make sure you have registered your loan correctly before taking any library documents with you and note that there is a difference between loan and request.

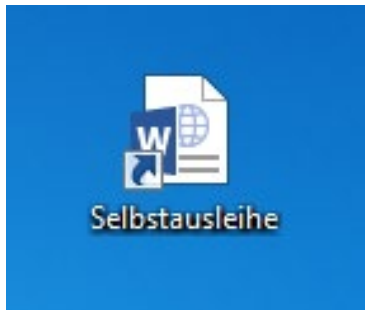
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1. Instruction Loan

Step 1: Initialize Self-Check

Go to the computer station for the self-checkout and open the program **Selbstausleihe / Self-Check**.



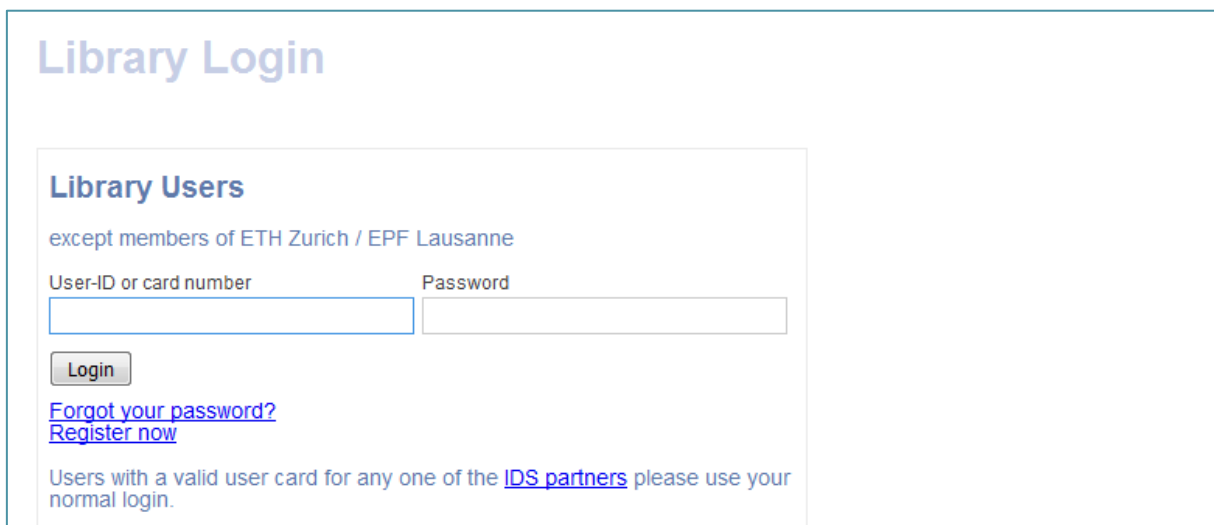
Picture 1: Icon Self-Check



Picture 2: Welcome page

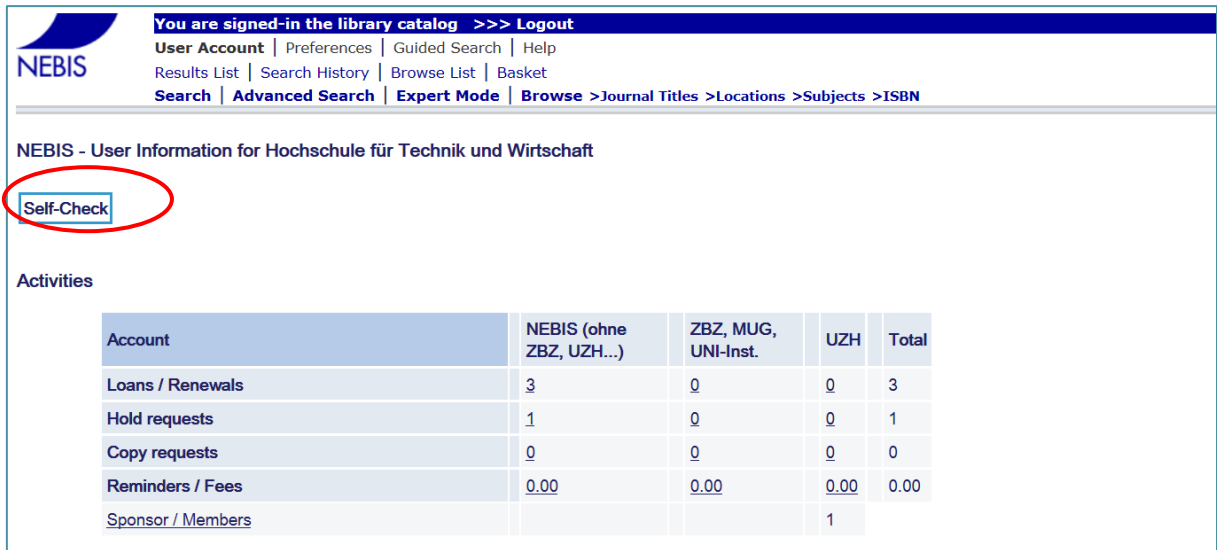
Step 2: Log in to your user account

Sign in with your NEBIS user details. You find the user-ID or card number on your NEBIS library card. The initial password is **fhgr** and can be changed anytime via your online user account.

The image shows a 'Library Login' screen. The title 'Library Login' is in blue. Below it, there is a section titled 'Library Users' with the text 'except members of ETH Zurich / EPF Lausanne'. There are two input fields: 'User-ID or card number' and 'Password'. Below the input fields is a 'Login' button. There are also two links: 'Forgot your password?' and 'Register now'. At the bottom, there is a note: 'Users with a valid user card for any one of the [IDS partners](#) please use your normal login.'

Picture 3: Login Screen

Schritt 3: Choose the Self-Check function



You are signed-in the library catalog >>> Logout
User Account | Preferences | Guided Search | Help
Results List | Search History | Browse List | Basket
Search | **Advanced Search** | Expert Mode | Browse >Journal Titles >Locations >Subjects >ISBN

NEBIS - User Information for Hochschule für Technik und Wirtschaft

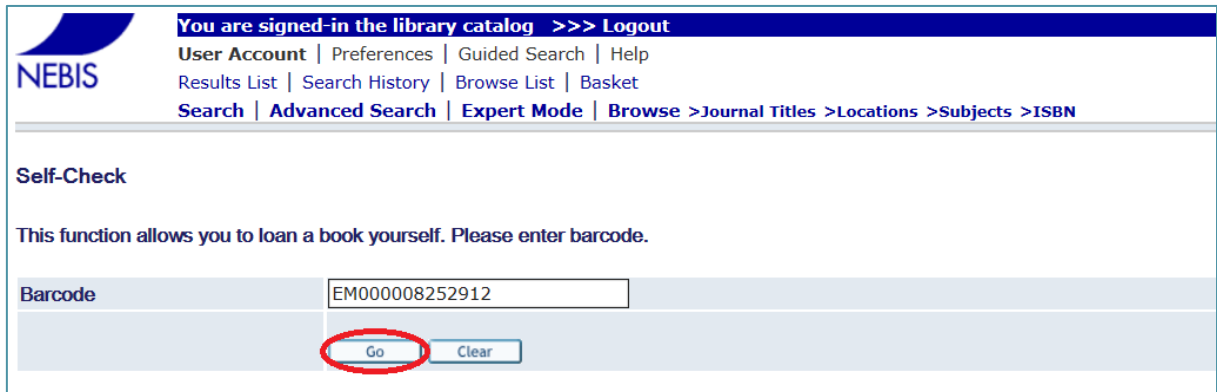
Self-Check

Activities

Account	NEBIS (ohne ZBZ, UZH...)	ZBZ, MUG, UNI-Inst.	UZH	Total
Loans / Renewals	3	0	0	3
Hold requests	1	0	0	1
Copy requests	0	0	0	0
Reminders / Fees	0.00	0.00	0.00	0.00
Sponsor / Members			1	

Picture 4: View of the user account

Step 4: Scan the library barcode on the document you would like to borrow.
You can find the barcode outside or inside the front cover of the book. Confirm your loan twice with **Go**.



You are signed-in the library catalog >>> Logout
User Account | Preferences | Guided Search | Help
Results List | Search History | Browse List | Basket
Search | **Advanced Search** | Expert Mode | Browse >Journal Titles >Locations >Subjects >ISBN

Self-Check

This function allows you to loan a book yourself. Please enter barcode.

Barcode:

Go Clear

Picture 5: Lending validation

Step 5: If your loan is processed correctly, you will get the notification **Loan performed**.



You are signed-in the library catalog >>> Logout
User Account | Preferences | Guided Search | Help
Results List | Search History | Browse List | Basket
Search | **Advanced Search** | Expert Mode | Browse >Journal Titles >Locations >Subjects >ISBN

Loan performed

Self-Check

This function allows you to loan a book yourself. Please enter barcode.

Barcode:

Go Clear

Loan Request Details

Titel:	Konzernrechnung Jean-Pierre Chardonens
Barcode:	EM000007519294
Call Number:	B 518:018 (2. ed.)

Picture 6: Loan performed

In your online user account the document now appears in the category **Loans / Renewals**.

 **You are signed-in the library catalog >>> Logout**
User Account | Preferences | Guided Search | Help
Results List | Search History | Browse List | Basket
Search | **Advanced Search** | Expert Mode | Browse >Journal Titles >Locations >Subjects >ISBN

NEBIS - User Information for Hochschule für Technik und Wirtschaft

Self-Check

Activities

Account	NEBIS (ohne ZBZ, UZH...)	ZBZ, MUG, UNI-Inst.	UZH	Total
Loans / Renewals	4	0	0	4
Hold requests	1	0	0	1
Copy requests	0	0	0	0
Reminders / Fees	0.00	0.00	0.00	0.00
Sponsor / Members			1	

Picture 7: View of the user account

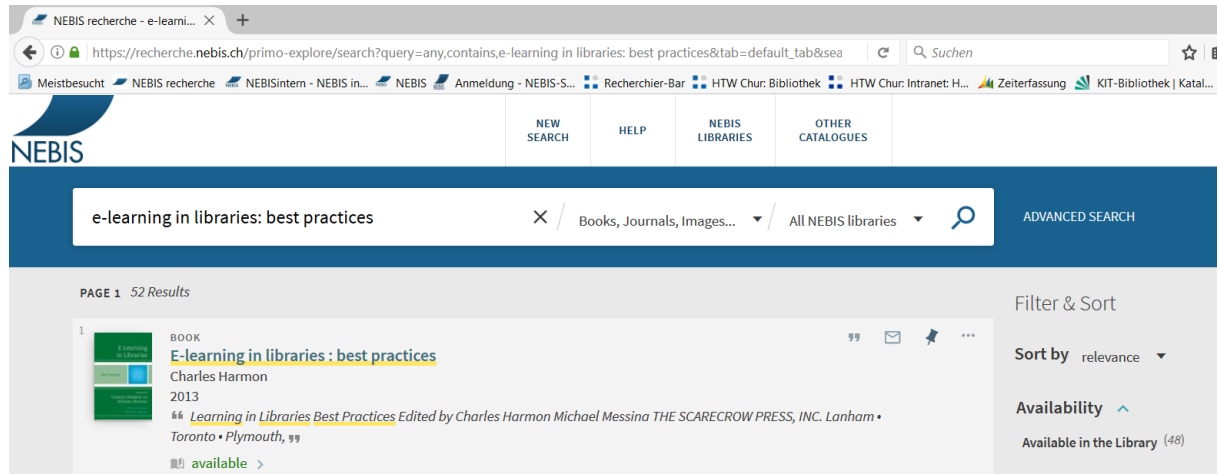
If it is not possible to borrow a document, you will get the notification **Apply to circulation desk – No loan permission for item**. In this case, please contact the library staff.

Don't forget to logout to protect your user account.

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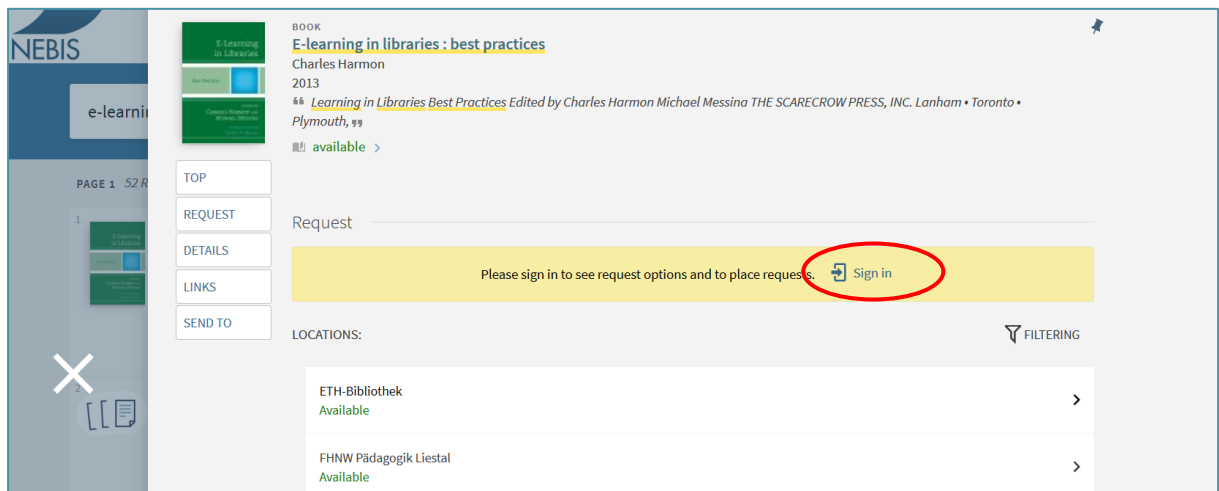
2. Instruction: Request

Step 1: Search the document you need in the online library catalog <https://recherche.nebis.ch>
Searching and reserving documents online is possible anytime and anywhere.



Picture 8: Search results

Step 2: Click on the document's title and sign in with your NEBIS user details. You find the user-ID or card number on your NEBIS library card. The initial password is **fhgr** and can be changed anytime via your online user account.



Picture 9: Sign in

Library Login

Via NEBIS / IDS Login

User-ID or card number Password

[Forgot your password?](#)
[Register now](#)
[IDS partners](#)

Picture 10: Login

Step 3: To request the document, click a location where it is available, and then click on *Loan*.

The screenshot shows a library catalog entry for the book "E-learning in libraries : best practices" by Charles Harmon, published in 2013. The book is available at three locations: ETH-Bibliothek, FHNW Campus MuttENZ Bibliothek, and HTW Chur. The HTW Chur entry is circled in red. A yellow banner indicates that users must sign in to see request options and place requests.

BOOK
E-learning in libraries : best practices
Charles Harmon
2013
“ *Learning in Libraries Best Practices* Edited by Charles Harmon Michael Messina THE SCARECROW PRESS, INC. Lanham Plymouth, MD”
available >

TOP
REQUEST
DETAILS
LINKS
SEND TO

Request

Please sign in to see request options and to place requests. [Sign in](#)

LOCATIONS:

- ETH-Bibliothek
Available
- FHNW Campus MuttENZ Bibliothek
Available
- HTW Chur
Available

Picture 11: Locations and availabilities

Titel: Instruction Self Check versus Request
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BOOK
E-learning in libraries : best practices
Charles Harmon
2013
“ Learning in Libraries Best Practices Edited by Charles Harmon Michael Messina THE SCARECROW PRESS, INC. Lanham • Toronto • Plymouth, 99
available >

TOP
REQUEST
DETAILS
LINKS
SEND TO

Request

< BACK TO LOCATIONS

LOCATION ITEMS

HTW Chur
Available

Location, Call Number: Bibliothek Technik B 464.2:048 loan 4 weeks **Loan / Photocopy** ▼

Information about NEBIS libraries >

Picture 5: Details

Step 4: Choose **FH-HTW-CHUR (Chur)** as Pickup Location and send your request.

BOOK
E-learning in libraries : best practices
Charles Harmon
2013
“ Learning in Libraries Best Practices Edited by Charles Harmon Michael Messina THE SCARECROW PRESS, INC. Lanham • Toronto • Plymouth, 99
available >

TOP
REQUEST
DETAILS
LINKS
SEND TO

Request

< BACK TO ITEMS

Hold request

Item status: loan 4 weeks (11) Call number: B 464.2:048,

Pickup Location
★ FH-HTW-CHUR (Chur) ▼

Comment

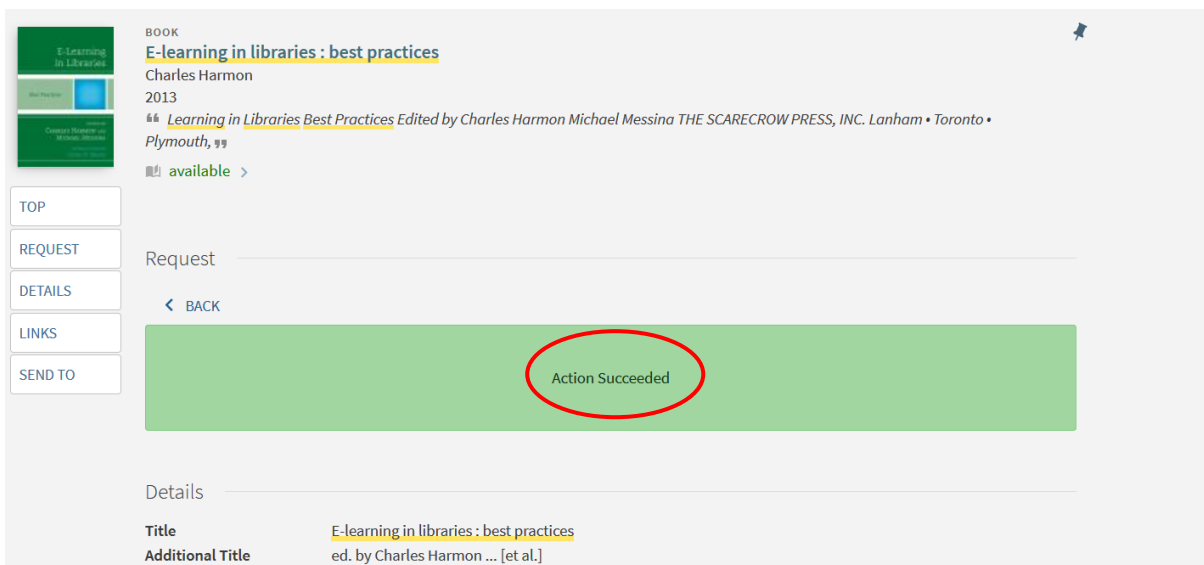
RESET FORM SEND REQUEST

Please note Fees for NEBIS-Libraries .

Picture 6: Send request

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The notification **Action Succeeded** is displayed to confirm your request.



Picture 14: Request confirmation

In your online user account the document now appears in the category **Requests**.

As soon as your request has been processed and the document is ready for pick up, you will receive an invitation by e-mail.