

# Instruction: research platform swisscovery

Ausgabestelle: Bibliothek Geltungsbereich: Fachhochschule Graubünden Ausgabedatum: 06.01.2021

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#### 1. User account

The FHGR Library is part of the national library platform *swisscovery* by SLSP (Swiss Library Service Platform). In order to use *swisscovery* services, a SWITCH edu-ID is required: <u>https://registration.slsp.ch/</u>

SLSP Swiss Library Service Platform		Help EN Y
Log in to: SLSP Registration		
For the registrat account. If you do not ye create a new of	tion with SLSP, you need a SWITCH edu-ID et have a SWITCH edu-ID user account, plea ne by clicking on "Create account". SWITCH <b>edu-ID</b>	user ise
E-mail:	john.doe@example.org	
Password:	Enter your password	۲
	Create account Login Forgot password? Options for personal data protection	
		S₩ITCH

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Figure 1: SLSP registration

You can register a library card number during your registration: Type in either the barcode number of a previous library card or the number of a new SLSP library card. You can also add the number later: <u>https://registration.slsp.ch/library-card/</u>. Your account details can be managed here: <u>https://eduid.ch</u>.

Get access to you library account by signing in here: <u>www.fhgr.ch/swisscovery</u>.  $\rightarrow$  «Sign in» (top right)  $\rightarrow$  «SWICH edu-ID». Sign in with your e-mail address and your password. If you have forgotten the password, select «Forgot password?».

Please **make sure that the e-mail address in your user account is valid** because pick up invitations, recalls and reminders are sent to you only by e-mail. An invalid e-mail address is no excuse for late returns.

Via your online user account you can also view your current orders and loans, check your loan periods and renew loans (see chapter 5).

#### Navigating the research platform swisscovery 2.

swisscovery provides access to a total of more than 30 million books, series, journals non-book materials and more than 3 billion electronic articles. swisscovery is operated by the Swiss Library Service Platform, SLSP in short. SLSP was founded by 15 universities. To date, more than 470 libraries throughout Switzerland have joined.

To search for library documents go to www.fhgr.ch/swisscovery.

We recommend logging in before starting the search (see chapter 1) so that the full range of functions is available to you.

SLSP Branchage Leven industry	Help New Search		and Bridge	*	Sign in	Menu 🔻
	Şearch	Advanced Search				
	University of Applied Sciences of the Grisons Library Here you can perform simple and advanced searches for books, e-books, journals, databases and other media.	Library Search				
	Please sign in in order profit from our SLSP services such as: • Get access to more than <u>270 scientific libraries</u> in Switzerland • Use - media licensed by your library and access free titles • Request books from libraries, directly or via SLSP courier • Manage your account, your loans and your requests <b>Registration</b> To become a SLSP user please register at our <u>registration platform</u> .	Questions, comments and support Do you have any questions or comments? Are you experiencing problems with aviascovery? Don't heisite to contact us! We are looking forward to reading your message.				
Figure 2: swisscovery research n	latform					

Figure 2: swisscovery research platform

For a simple search, enter terms in the search field and select a suitable context: Search within the holdings of the FHGR Library or comprehensively.

SLSP Linde		Help	New Search				200 200 200	#	Afra, Sophie 🔻
	international tourism international tourism <i>P</i> FHGR - Fachhocksd international tourism <i>P</i> <b>Soft - FHGR</b> international tourism <i>P</i> <b>Swisscovery</b> <b>Sciences</b> of the Library	hule Graubür Gris d searches fo	nden ONS or books, e-bool	st	× A	Advanced Search			
	Please signin in order metual. Please signin in order profit from our SLSP • Get access to more than <u>470 scientifi</u> • Use e-media licensed by your library • Request books from libraries, direct) • Manage your account, your loans and <b>Registration</b> To become a SLSP user please register at o	e services suc <u>c libraries</u> in and access f y or via SLSP d your reque ur <u>registratic</u>	ch as: Switzerland free titles courier sts on platform.	Questions, comm and support Do you have any questions or cor you experiencing problems with Don't heasite to <u>contact</u> us We i forward to reading your message	ents nments? Are swisscovery? re looking				

Figure 3: Simple search

Here you can see the total number of results. If you have too many results, you can narrow the search using the filters on the left.

SLSP Locaritation	Help New Search	
	Internation tourism × / F	FHGR - Fachhochschule Graubünden 👻 🔎
Tweak your results	0 selected PAGE : 478 Results 🖡 Save query	Ŧ
Sort by Relevance  Show only  Available in the libraries	DURNAL International journal of hospitality & tourism administration. Print began with vol. 1, no. 1 (2000). 2000 ♀ PEER REVIEWED	0 🗹 🗍 …
Online Peer-reviewed OST - FHGR へ FHGR (Chur) (184) OST Campus Rapperwil-Jona (8 OST Campus St.Gallen (3)	<ul> <li>JOURNAL</li> <li>International journal of tourism cities.</li> <li>Bingley : Emerald Group Publishing Limited ; Began with Volume 1 issue 1 (2015) 2015</li> <li>PEER REVIEWED</li> </ul>	g 🖸 🕴 🚥
Show More Resource Type  Books (391) Conference Proceedings (47)	3 BOOK. International tourism : a global perspective Madrid : WTO 1997	0 🖻 🗍 …
Journals (38) Show More	JOURNAL     International tourism research and concepts     Berlin : Schmidt : Vol 1 (2006)-: Vol 1 (2006)-	Ø 🗹 🧍 …

We recommend the «Advanced Search», where you can link several search terms and make various limitations. Click on «Advanced Search» and enter the terms in the new search window.

	international tourism	<b>x</b> / .	FHGR - Fachhochschule Graubünden 🔻	Advanced Search
igure 5: Advanced search				
Search for:  I FHGR - Fachhochschu	le Graubünden 🔵 OST - FHGR	Swisscovery		
Search filters	tional tourism		Material Type All items	•
AND    Any field    contains	<ul> <li>Enter a search term</li> </ul>		Language Any language	•
			Start Date: Day Month	▼ Year
🕂 Add a new line 🛛 Clear			Day • Month	▼ Year
→ Any field contains international tou	rism			₽ Search
igure 6: Search box				

## 3. Orders / reservations

To order a document online via swisscovery, go to «Get it», and check which library owns a copy.

International Tourism: A Global Perspective	воок International to Madrid : WTO 1997 Ш Available at FH	ourism : a glo GR (Chur) Bibli	<b>bal perspective</b> othek Wirtschaft	e (C 210:001) >				*
Тор	Send to							
Send to				_	_	_	-	
Get It	Permalink	E-mail	Citation	Print	Export BibTeX	Export RIS	EndNote	RW RefWorks
Details	×							
Links	Export to Excel							
Virtual Browse	Get It							
	REQUEST: Reque	est / Digitizatio	n					
	LOCATIONS							T
	FHGR (Chu Available , E	ır) Bibliothek Wirtsc	haft ; C 210:001					>

#### Figure 7: Locations of documents

Click on a location. There you can see where the copy can be found in the library and whether it can be borrowed.

Loan and request options	
REQUEST: Loan / Digitization	
< Back to locations	
LOCATION ITEMS	
FHGR (Ch <del>ur)</del> Available , <mark>B</mark> ibliothek Wirtschaft C 210:001 (1 copy, 1 a <del>vailable, 6 requests)</del>	Ξ≎
Item in place 28 Days Loan	~

Figure 8: Information on the item

Provided that you are logged in, you can now reserve the copy with a click on «Loan» and thus order it. Orders for documents that you pick up directly from a corresponding library are free of charge. For the use of the SLSP Courier service a fee of 6.- CHF per document will be charged. For students and employees of FH Graubünden, these fees are covered, provided that the pick-up takes place at one of the two FHGR library locations. Click on «Loan» to order a document. Choose «OST-FHGR» from the menu as a «Pickup Institution»; and choose «FHGR (Chur)» as the «Pickup Location». As soon as the book is ready, you will receive a pick-up invitation by e-mail.



Figure 9: Choose pickup location

To have a book delivered to your home by mail, choose «Mail Delivery» > «Home Address». **Important:** A postal delivery to your home costs 12.- CHF in any case – this fee is not covered by the FHGR Library.

#### 4. Self-check in the FHGR Library

You need a book from the FHGR library and are currently on site? If the book isn't on loan, note the shelfmark (in this case «C 210:001» in the «Library of Economics») and get it from the shelf:

LOCATION ITEMS	
FHGR (Chur) Available , Bibliothek Wirtschaft C 210:001 (1 copy, 1 available, 0 requests)	Ξ≎
Item in place 28 Days Loan	~

Figure 10: Information on the document

Before leaving the library with the book you have to register your loan at the self-check computer station: Open the self-check program and log in with your *swisscovery* account. Scan the library barcode that you can find outside or inside the front cover of the book and confirm the loan.

## 5. Loan period / renewals

The standard loan period for text books is 4 weeks. An extension for another 28 days is possible if the borrowed document has not been reserved by someone else. A total of five extensions are possible. All these extensions are generated automatically if the document is not returned. You can check your loans and the respective due dates in your *swisscovery* account.

Please check your due dates regularly: Go to your *swisscovery* account: <u>www.fhgr.ch/swisscovery</u> (top right) and choose «My Loans». Please note that the loans are sorted by library.

My account	
~	OVERVIEW LOANS REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS
V swisscovery Network ▼	LOANS Active loans T Provide Renew all
OST - FHGR	2 loans
UZH und ZB Zürich	Im Fallen lernt die Feder fl       Due: 11/01/2021, 20:30.         Shahmani, Usama < <al->&gt;       NOT</al->
	Wissensmanagement Anal       Due: 11/01/2021, 20:30.         Amelingmeyer, Jenny       Vertical and the second se

Figure 11: Manage loans

## 6. Digitization request

With a digitization request, you order selected pages or chapters of a book or a journal article in digital form.

**Attention:** There are fees for a digitization request in any case – please check the fee schedule or contact the library.

Log in with your *swisscovery* account (see chapter 1) and search for the respective book or journal. Then select «Digitization» from the loan and request options (see chapter 2 and 3).

Loan and request options	
REQUEST: Loan Digitization	
Back to locations	
LOCATION ITEMS	
FHGR (Chur) Available , Bibliothek Wirtschaft B 220:052 (1 copy, 1 available, 1 request)	≡≎
Item in place 28 Days Loan	~

Fill out the form with the necessary information and submit the request. Once your order is processed, you will receive an e-mail with the corresponding file.

	Chapter/Article Title
	Chapter/Article Author
	Start page
	End page
	Full Chapter?
	Comment
	Q Reset Form
>	Send Digitization request (for fees see link below!)

Attention: For copyright reasons, complete books may not be digitized.

## 7. Factsheet of the FHGR Library

	Library of Technology	Library of Economics
Address	Pulvermühlestr. 57 7004 Chur Tel. 081 286 24 33 <u>bibliothek@fhgr.ch</u>	Comercialstr. 22 7000 Chur Tel. 081 286 39 37 <u>bibliothek@fhgr.ch</u>
Counter' s opening hours	Monday to Friday, 09.00-12.30 / 13.30-17.00 Wednesday afternoon closed See our homepage: <u>https://www.fhgr.ch/library</u> Reduced opening hours during university vacation	
Online catalogue	www.fhgr.ch/swisscovery	
User account	<u>www.fhgr.ch/swisscovery</u> Registration via <u>https://registration.slsp.ch/?lang=en</u> (login with edu-ID) Functions: loans, requests, due dates, personal settings, renewals	
Loan	<ul> <li>Online requests: Pick-up of online ordered documents at the library counter (Library of Economics) or at the publicly accessible cart (Library of Technology) after receipt of the pick-up invitation</li> <li>Self-checkout of documents at the FHGR Library</li> <li>Checkout at the library desk during the opening hours</li> </ul>	
Interlibrary loan	Documents from libraries within the SLSP Courier network can be ordered to Chur free of charge for FHGR staff and students (CHF 6 per document for external users). For more information see our «Instruction on the use of the library».	
Loan periods	The standard loan period is 28 days. loan can be renewed up to five times	If there is no reservation for a document the
Return	At the library desk or in the book retu	rn box near the library entrance
Reminder / Admonition	Recalls and reminders are sent by e- Invoices for overdue charges are sen Platform.	mail. t by mail by SLSP Swiss Library Service
Overdue charges	1 <sup>st</sup> recall free of charge 1 <sup>st</sup> reminder CHF 5; 2 <sup>nd</sup> reminder: CH In case of loss or damage please cor	HF 5; 3 <sup>rd</sup> reminder: CHF 10 per document ntact the library: <u>bibliothek@fhgr.ch</u>
Electronic resources	Overview, instructions and access information via <u>https://moodle.fhgr.ch/research-bar</u> («Research-Bar») or via EZproxy <u>http://ezproxy.fhgr.ch</u>	

# 8. Library fees

Service	Fee		
Reminder fees Reminder & Recall (one day after the loan period's end) 1. Reminder 2. Reminder 3. Reminder	Free 5.00 CHF per medium 5.00 CHF (total CHF 10.00 per medium) 10.00 CHF (total CHF 20.00 per medium)		
Replacement			
Medium or item cost Processing fee Out of print medium loss fee	Actual costs None 100 CHF processing fee		
Interlibrary loan			
Interlibrary loan (SLSP Courier) for employees/students with pick up location Chur	Free unless not relevant for studies, teaching or research 6.00 CHF per medium		
Interlibrary loan (SLSP Courier) for employees/students with another SLSP library as pick up location	6.00 CHF per medium		
Interlibrary loan (SLSP Courier) for external users	6.00 CHF per medium		
Postal delivery to user's private address	12 CHF per document		
Interlibrary loan in Switzerland (outside SLSP)	Actual cost		
International interlibrary loan	Actual cost plus 5.00 CHF processing fee		
Copy supply			
Order of copies within SLSP (E-mail delivery) Order of copies within SLSP (postal delivery)	5.00 CHF per 20 pages 7.50 CHF per 20 pages		
Order of copies within Switzerland (outside SLSP) (basic fee per 20 pages, each additional page 0.20 CHF)	12.00 CHF		
International order of copies (only digital, basic fee per 20 pages, each additional page 0.50 CHF)	25.00 CHF		
Special acquisition	Actual cost		
Book scanner use			
Scan to USB stick (self service)	Free		