

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:

<https://registration.slsp.ch/>



Log in to: SLSP Registration

For the registration with SLSP, you need a SWITCH edu-ID user account.
If you do not yet have a SWITCH edu-ID user account, please create a new one by clicking on "Create account".

SWITCH edu-ID

E-mail: john.doe@example.org

Password: Enter your password

Create account Login

[Forgot password?](#)
[Options for personal data protection](#)

SWITCH

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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:

<https://registration.slsp.ch/library-card/>. Your account details can be managed here: <https://eduid.ch>.

Get access to your library account by signing in here: www.fhgr.ch/swisscovery. → «Sign in» (top right) → «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).

2. Navigating the research platform swisscovery

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.

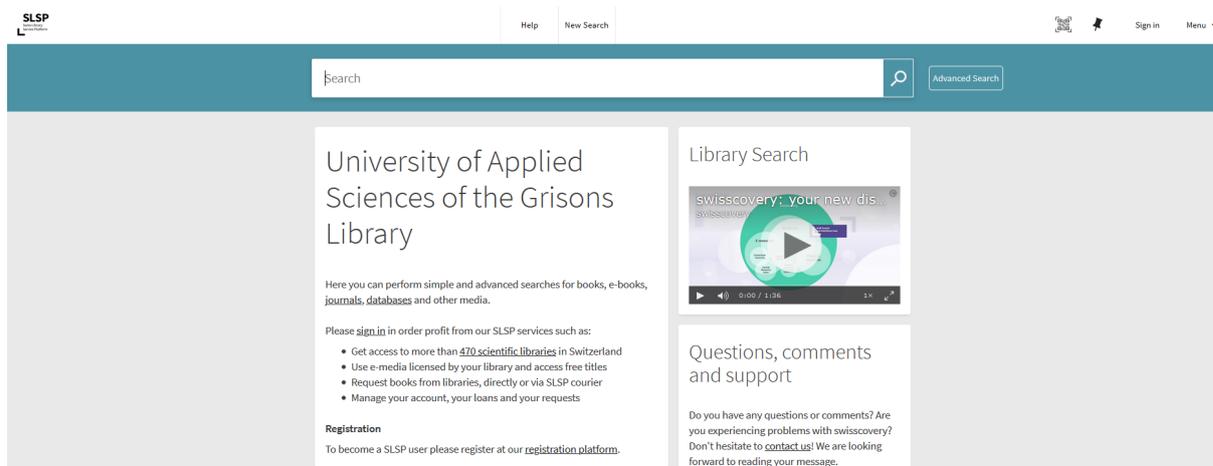


Figure 2: swisscovery research platform

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.

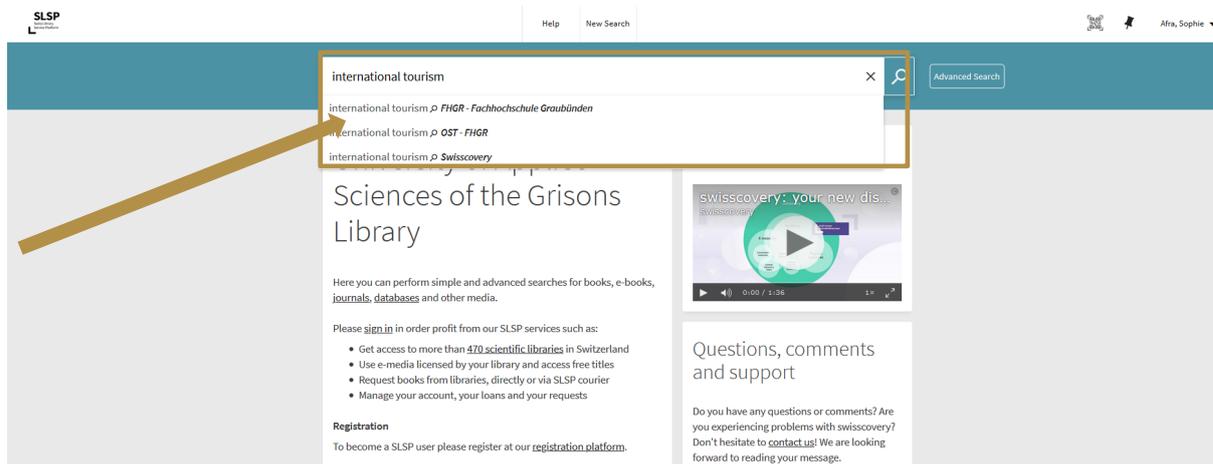


Figure 3: Simple search

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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.

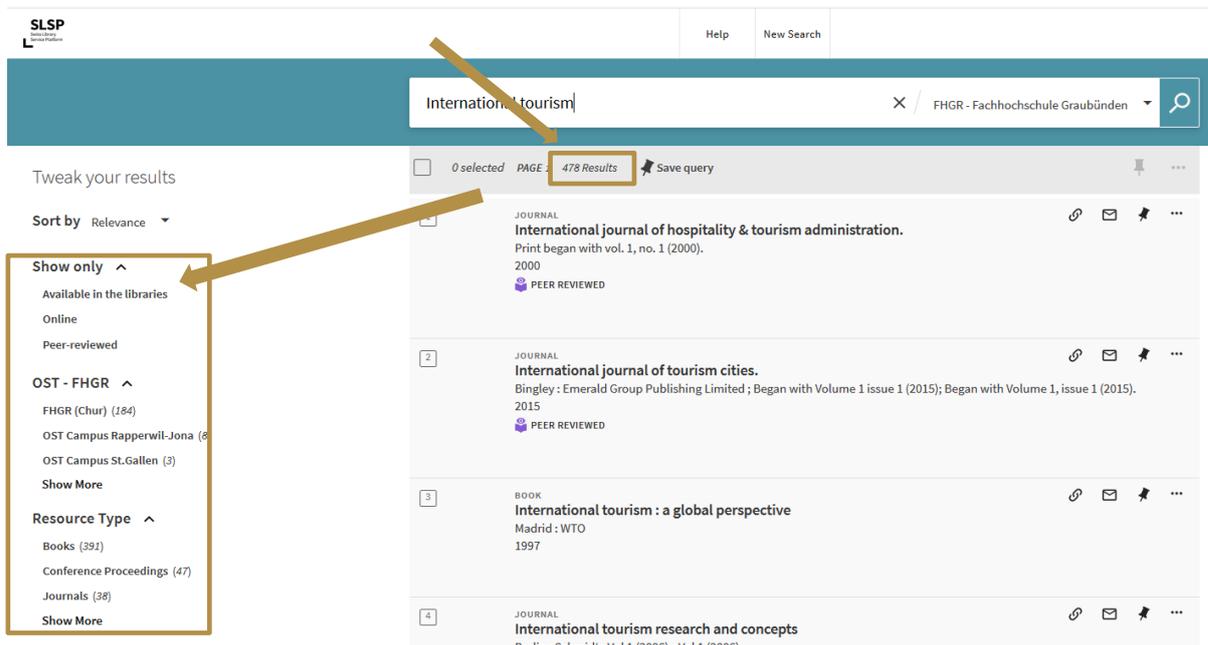


Figure 4: Filters

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.



Figure 5: Advanced search

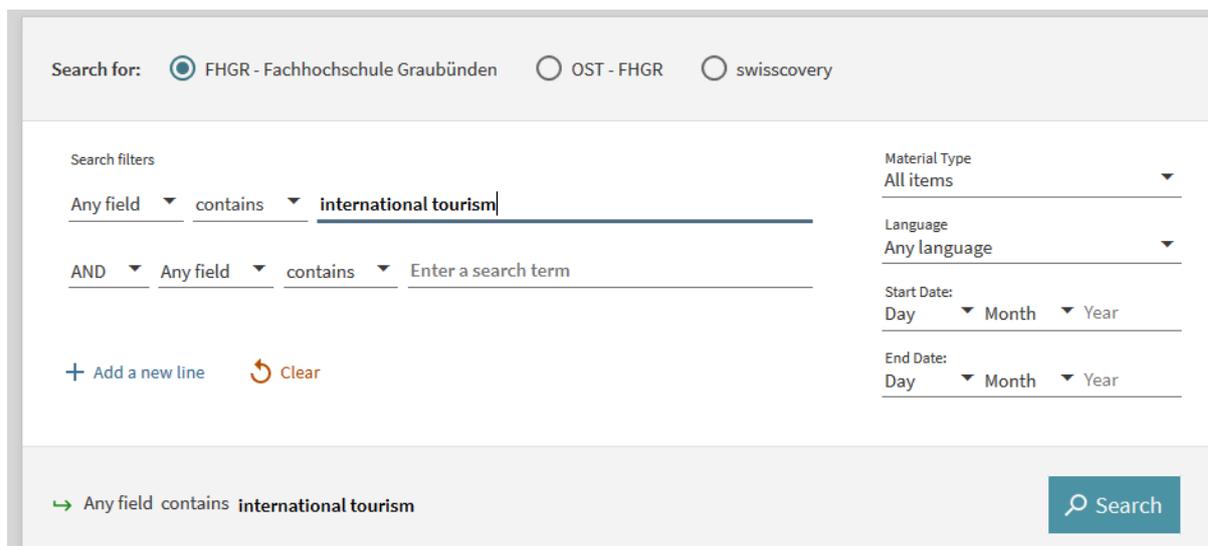


Figure 6: Search box

3. Orders / reservations

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

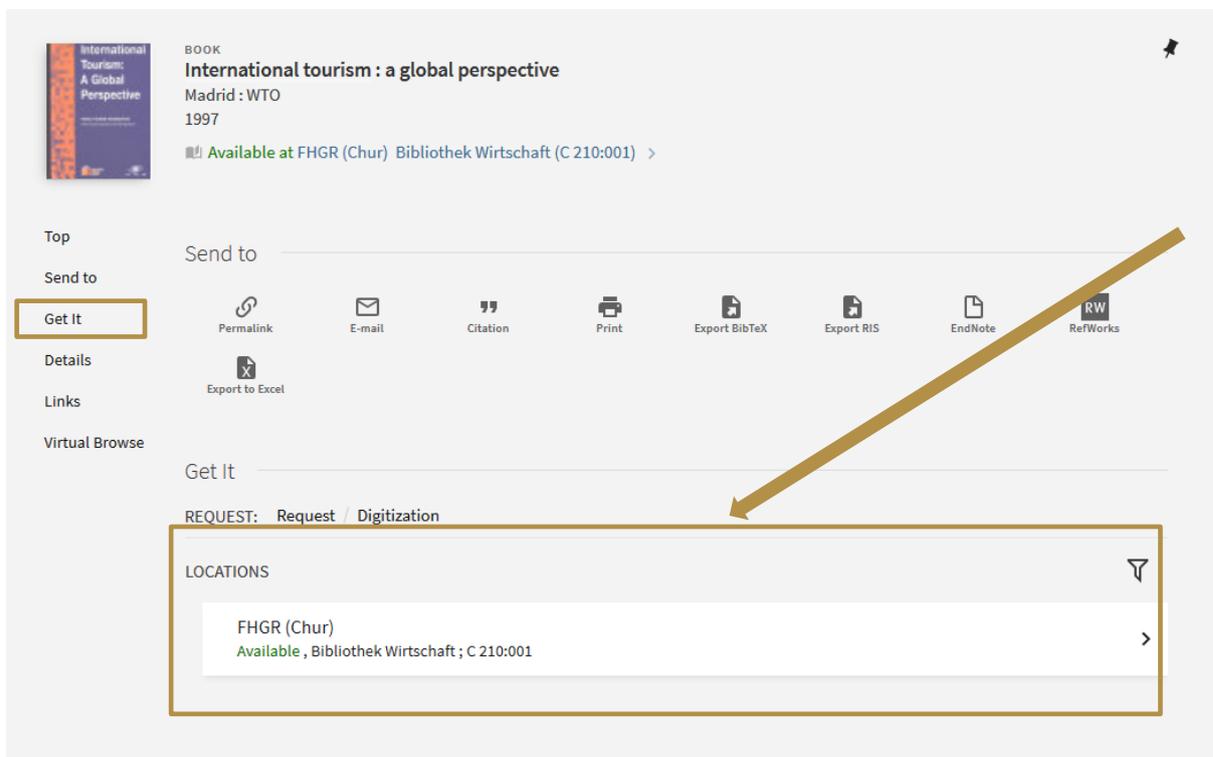


Figure 7: Locations of documents

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

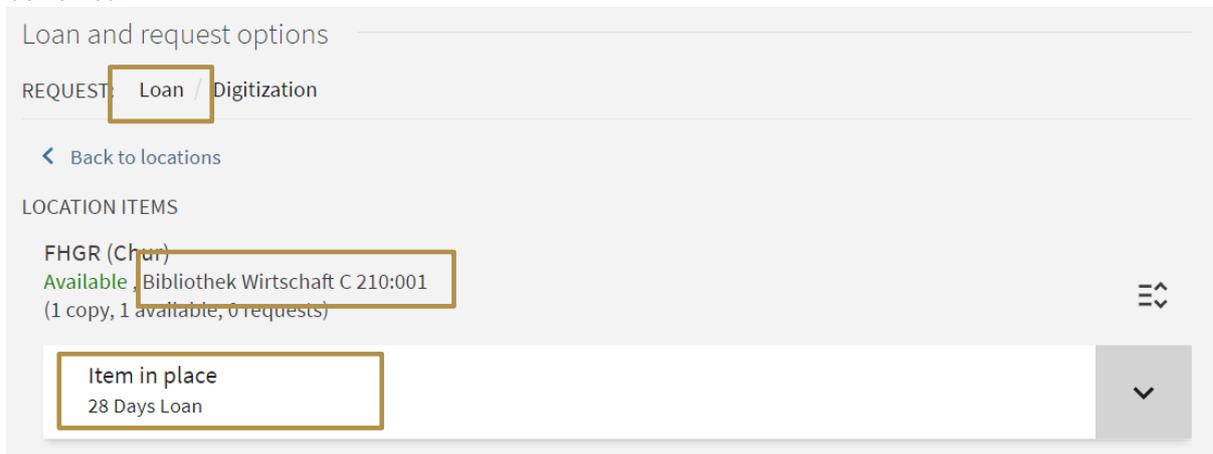
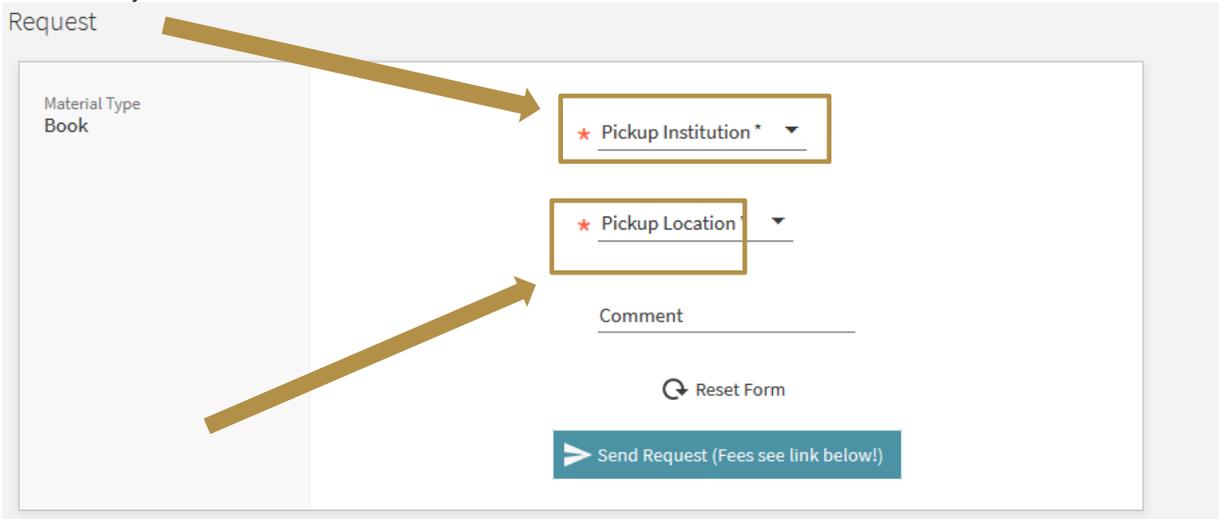


Figure 8: Information on the item

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.



Request

Material Type
Book

* Pickup Institution * ▾

* Pickup Location ▾

Comment

Reset Form

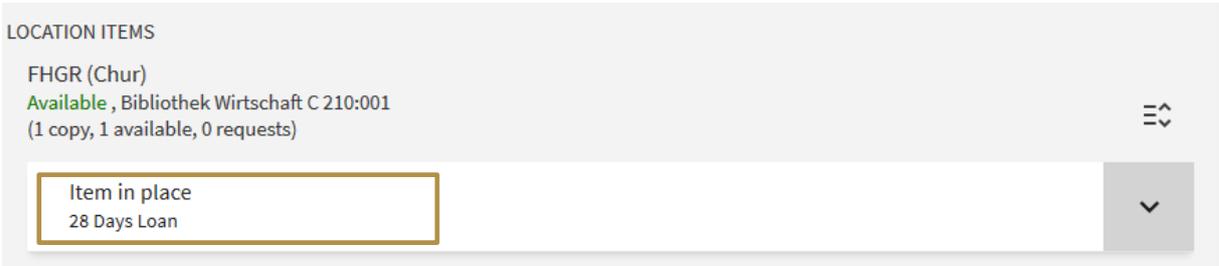
Send Request (Fees see link below!)

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)

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: www.fhgr.ch/swisscovery (top right) and choose «My Loans». Please note that the loans are sorted by library.

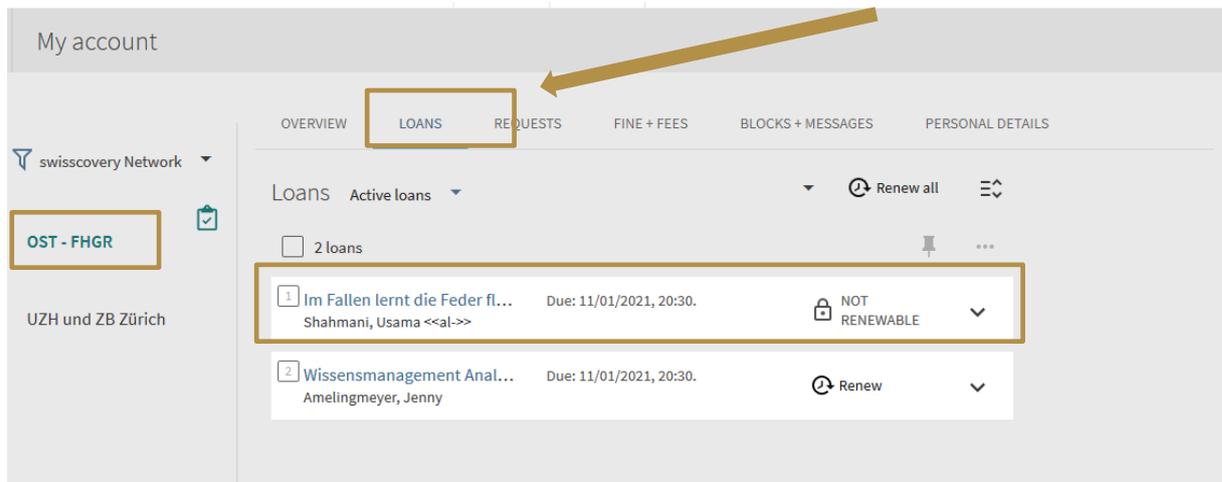


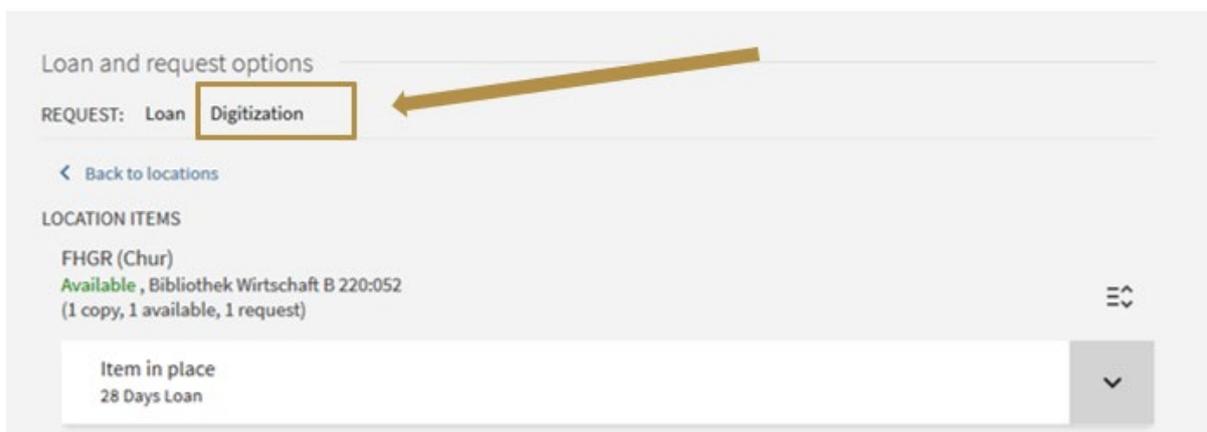
Figure 11: Manage loans

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

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 bibliothek@fhgr.ch	Comercialstr. 22 7000 Chur Tel. 081 286 39 37 bibliothek@fhgr.ch
Counter's opening hours	Monday to Friday, 09.00-12.30 / 13.30-17.00 Wednesday afternoon closed See our homepage: https://www.fhgr.ch/library Reduced opening hours during university vacation	
Online catalogue	www.fhgr.ch/swisscovery	
User account	www.fhgr.ch/swisscovery Registration via https://registration.slsp.ch/?lang=en (login with edu-ID) Functions: loans, requests, due dates, personal settings, renewals	
Loan	<ul style="list-style-type: none">· 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· Self-checkout of documents at the FHGR Library– Checkout at the library desk during the opening hours	
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. If there is no reservation for a document the loan can be renewed up to five times.	
Return	At the library desk or in the book return box near the library entrance	
Reminder / Admonition	Recalls and reminders are sent by e-mail. Invoices for overdue charges are sent by mail by SLSP Swiss Library Service Platform.	
Overdue charges	1 st recall free of charge 1 st reminder CHF 5.-; 2 nd reminder: CHF 5.-; 3 rd reminder: CHF 10.- per document In case of loss or damage please contact the library: bibliothek@fhgr.ch	
Electronic resources	Overview, instructions and access information via https://moodle.fhgr.ch/research-bar («Research-Bar») or via EZproxy http://ezproxy.fhgr.ch	

8. Library fees

Service	Fee
Reminder fees	
Reminder & Recall (one day after the loan period's end)	Free
1. Reminder	5.00 CHF per medium
2. Reminder	5.00 CHF (total CHF 10.00 per medium)
3. Reminder	10.00 CHF (total CHF 20.00 per medium)
Replacement	
Medium or item cost	Actual costs
Processing fee	None
Out of print medium loss fee	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)	5.00 CHF per 20 pages
Order of copies within SLSP (postal delivery)	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