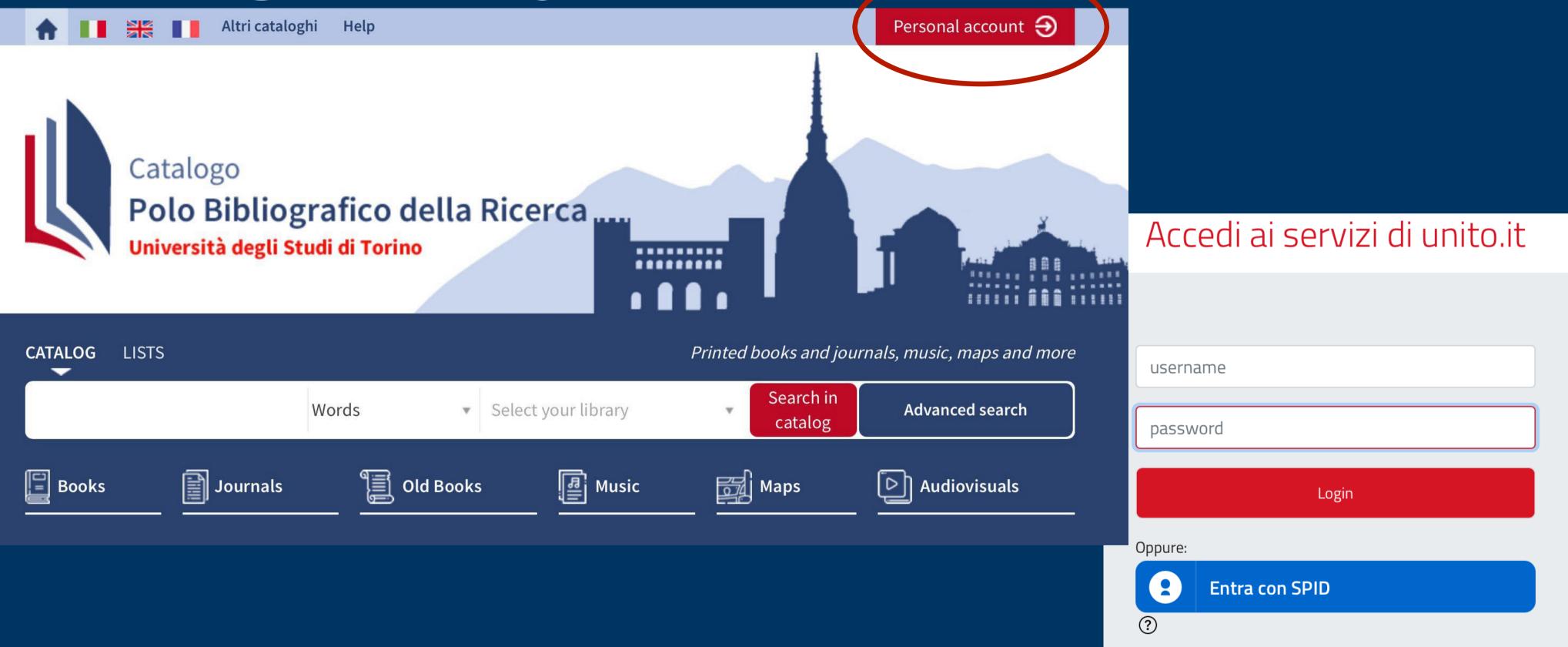
BORROWING REQUESTS

Do you want to borrow a book?

Follow the next steps



1. Log in to your personal account

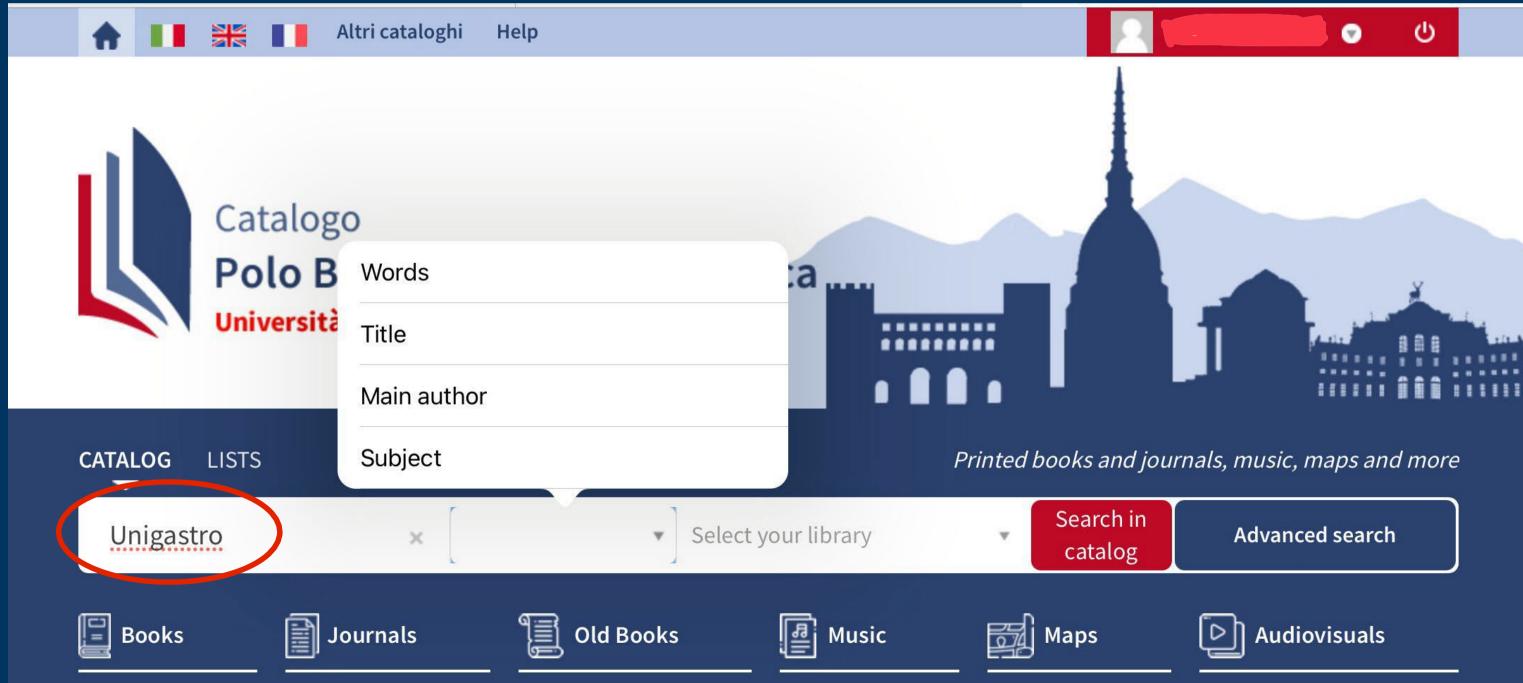


Ricordami la password

Istruzioni e supporto

2. You can search in catalogue using words, title, main author

Let's do an example with the Unigastro







San Luigi

Using this menu, you can select the libraries.

BFM stands for Biblioteca Federata di Medicina

3. Select an edition (you can sort the results by year)

4. Select the library where to borrow the

book

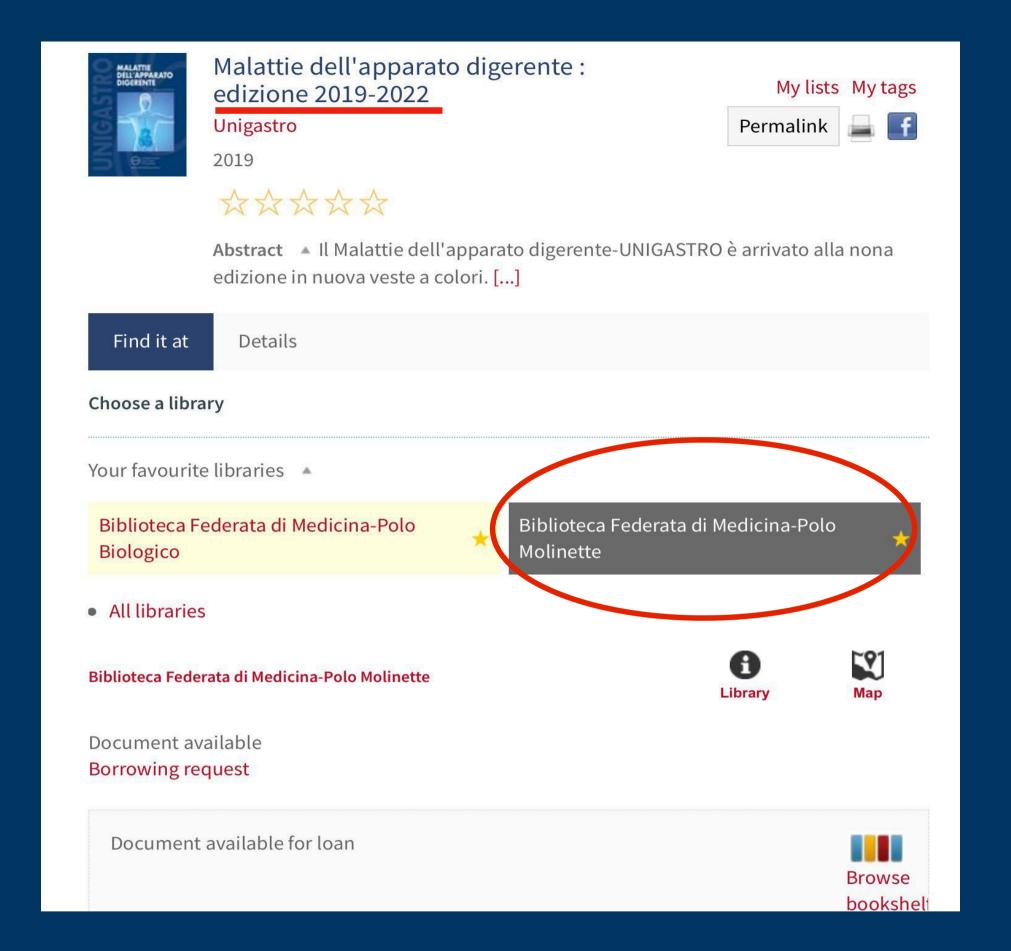
For each edition you can see in which library you can find the book



For example:

-Select the edition 2019-2022

-Select BFM Polo Molinette



(In this case you can borrow the book from the Polo Biologico and from the Polo Molinette)

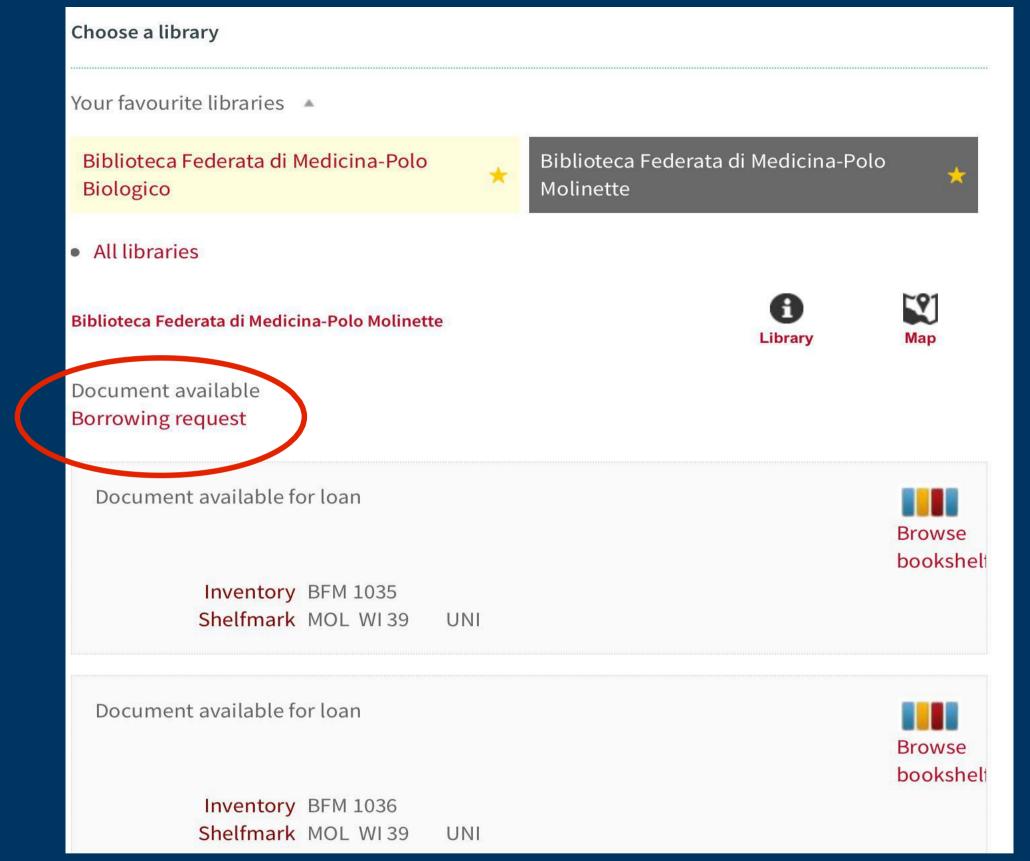


You can see how many copies of this book are available

You have two options:

1. Book your copy selecting "Borrowing request"

2.Go to the library and ask for the book



If you use "Borrowing request" you can reserve the book. You have to go to the library and pick up the book whitin 3 days. Nobody else can borrow the book during this period, it's reserved to you.



This message confirms your borrowing request



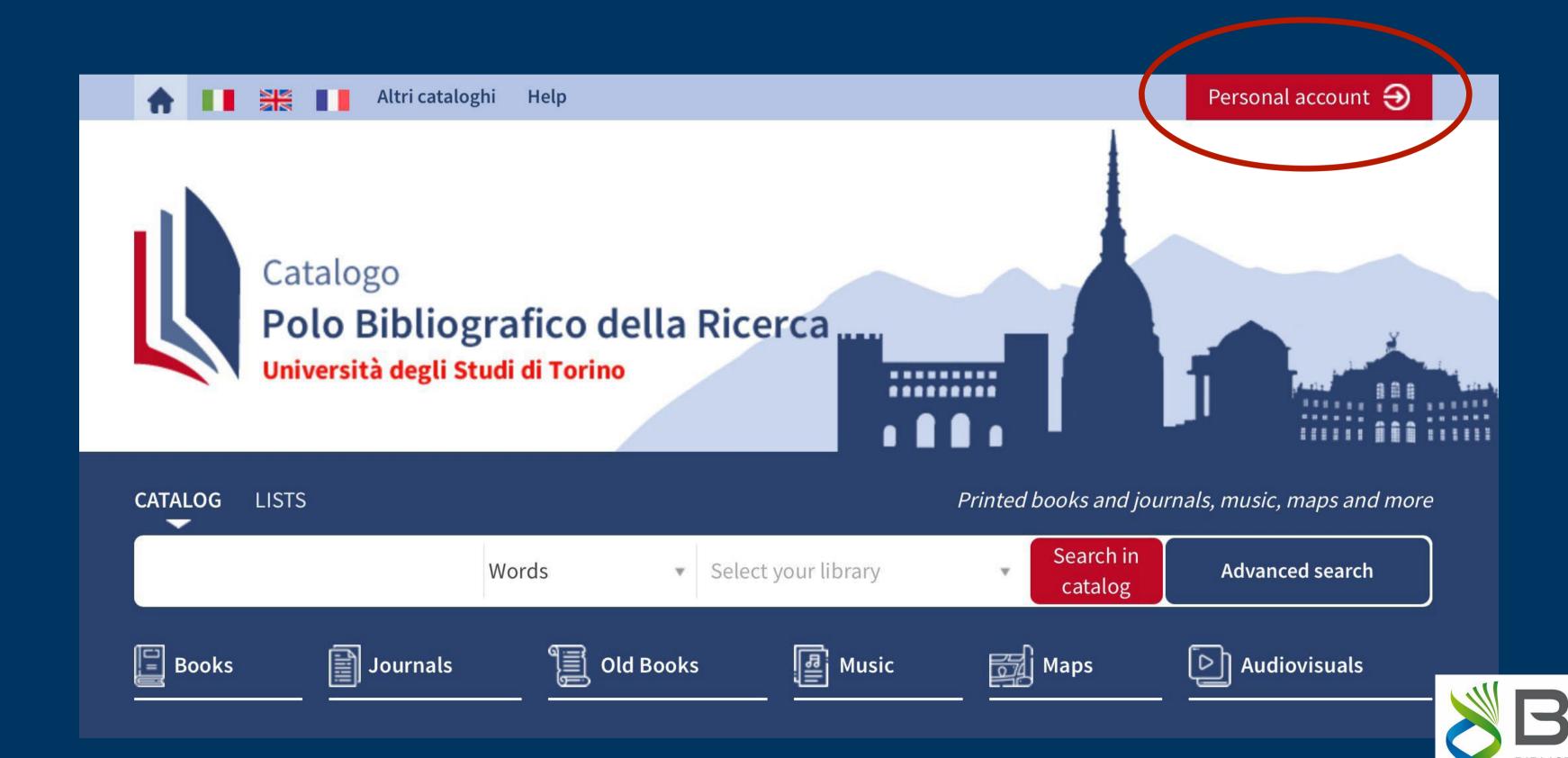
DOCUMENT BOOKING

If the book is already borrowed you can book it.

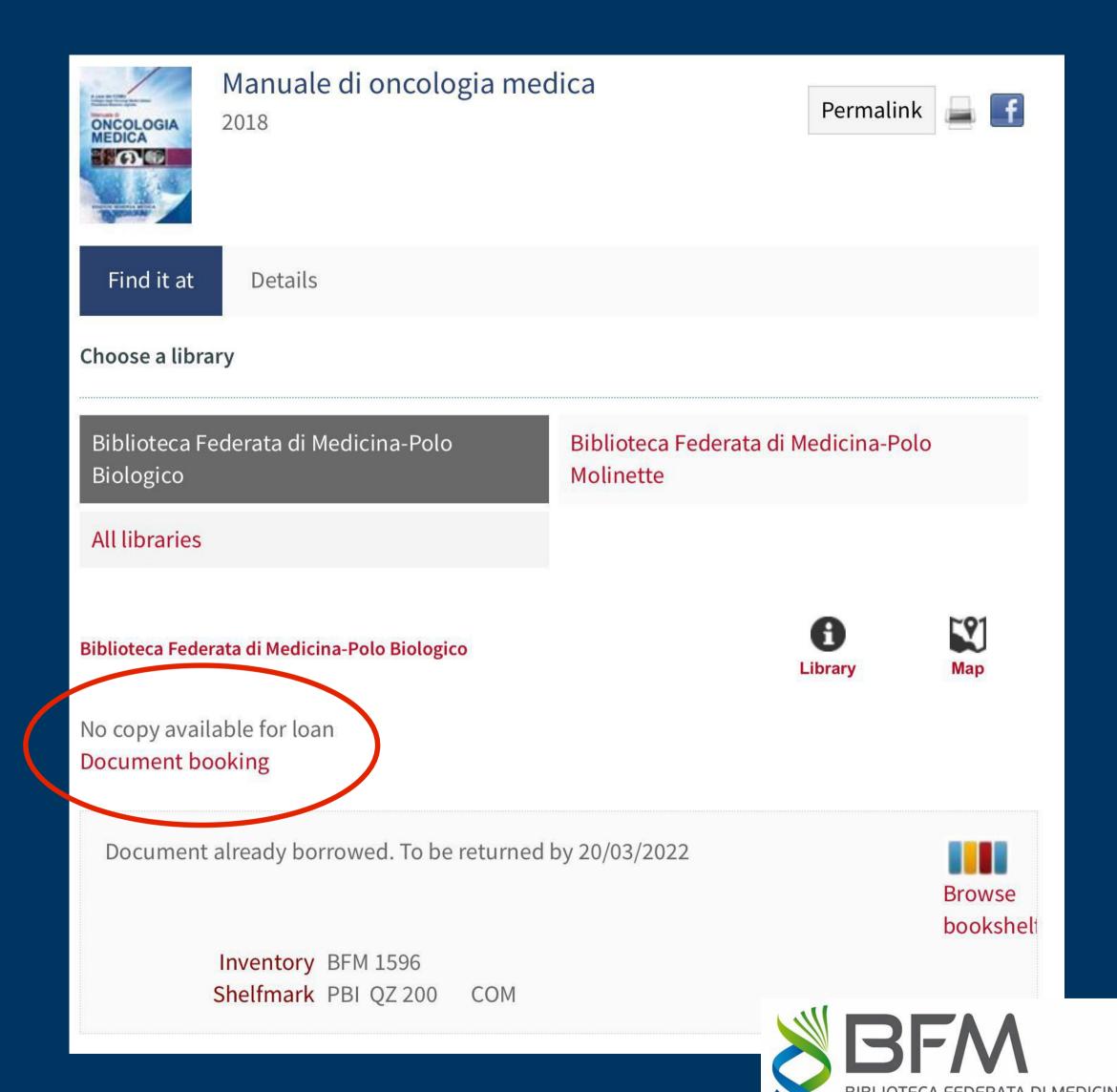
When the book will be available the library staff will call you for the pick up.

How can you book the document?

1. Log in to your personal account in the Catalogue



If there are no copies available for loan, you can book the document. When a copy will return available, the library staff will contact you. During this period nobody else can borrow the book.



2. Select "Document booking"



Medicina-Polo Molinette

Exit

Now the book is reserved. You'll get a notification when the book will be available.



You can always check your loans by following these steps:
- Click on "Personal account"

- Log in with your UniTo username and password
- Select "Borrowed items"

