USER ACCOUNT

Your library user account (called My Account) contains information on:
- items (books, CD-ROMs, EDC documents, Master Theses etc.) that you have borrowed from the Library
- items that you have requested,
- blocks on your account,
- lists ob bibliographic records that you have created or saved
- as well as some basic personal information

You can access your library account through the Library catalogue at http://hip.coleurop.pl

LOGIN IN

To log in to your user account click the **My Account** tab on the main toolbar

or click the **Login** icon in upper right corner.

In the requested fields enter your **borrower's barcode** (it is identical with your student number) and your **PIN** (Personal Identification Number). Your default PIN is 1234. You can personalize it any time you are logged in to your library account.

Click Login or press ENTER.

CHECKED OUT ITEMS

To see all items you have currently on loan click **Checked Out** tab.

This link allows you to view a list of items (books, CD-ROMs, CDE documents, theses etc.) you have currently checked out. Each item is listed by title. If you want to sort the list, click the name of the column you want to sort by.

RENEW

The link also provides the option to renew checked out items before they are due.
To renew **all** items in the list, mark the box to the left of the **Title** column and click **Renew**.

To renew only selected items mark the box next to the item(s) you want to renew and click Renew button. Information Portal will renew the item(s) and then display a new due date for the item in the Due Date column.
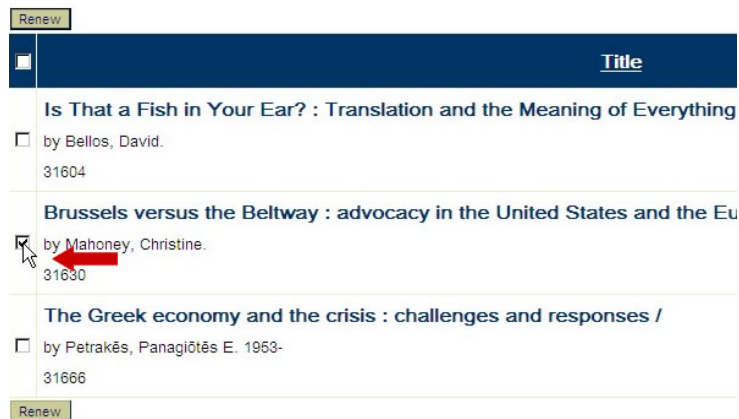
**Please remember that you can not renew overdue items
thus the importance of renewing loans before they are due.
Please also note that items that are already requested by other users can not be renewed.**