HOW TO USE
YOUR LIBRARY 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 of 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

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

Enter your borrower's barcode (it is identical with your student number on your student card) and your PIN (Personal Identification Number) in the requested fields. Your default PIN is **1234**. If you wish you can personalize it at any time you are logged in your library account.
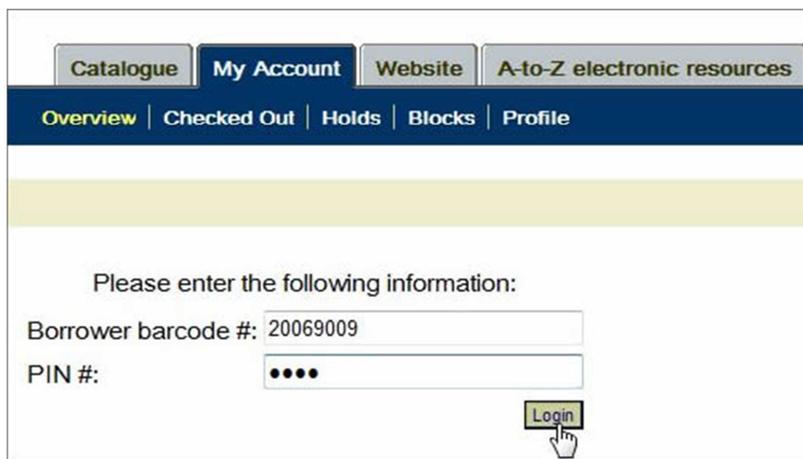
Click **Login** or press ENTER

CHECKED OUT ITEMS

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

This allows you to view a list of all items (books, CD-ROMs, CDE documents or Master Theses) you have currently checked out. Each item is listed by its title.

If you want to **sort** the list click the name of the column you want the list to be sorted by. Please note the column containing a **Due Date** for each item. The **Due Date** is a date by which the item should be returned to the Library.

Due Date Reminders are being sent to you by email **three days before** the due date for each particular item on loan to you.

HOW TO RENEW ITEMS

With your user account you can renew items currently on loan to you before they are due. If you want to renew only **selected** items from the list mark the box next to each item you want to renew and then click **Renew** button. The system will renew the item(s) and a new due date will be displayed in the Due Date column.

If you want to renew **all** items from your list, mark the box on the heading of the first column and then click **Renew**. The system will renew the items and a new due date will be displayed in the Due Date column.

Please remember that you cannot renew items that are overdue. Thus the importance of renewing your loans before their due date.

Please also note that items already requested by other users cannot be renewed.

HOW TO REQUEST CHECKED OUT ITEMS

With the Horizon Information Portal you can request the titles that are checked out by other users. If the status of the item(s) for the selected title that you have retrieved is **checked out** you can request that title. It means that you will be the next person to borrow it once it is returned. In order to do it simply click the button **Request Item** located in the right bottom corner of the bibliographic record.
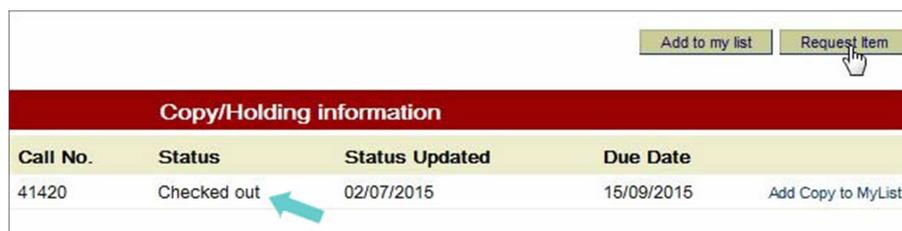
System will display a window informing you on the status of your request and your place in a queue for that particular title. When you confirm your request it will be registered in the system. When the title is returned and ready for loan you will be notified by email.
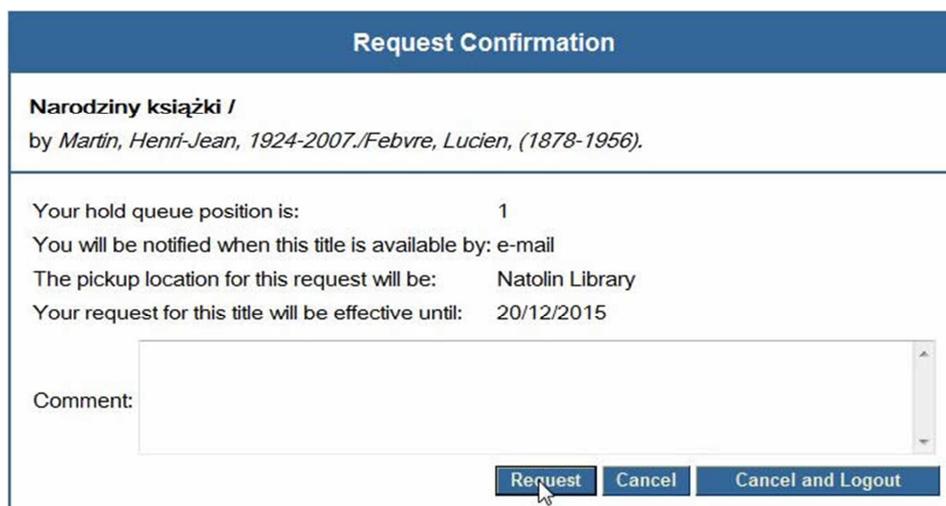
Please note that you need to be logged on to your user account to be able to place requests.

Please use the REQUEST option only when all items for the particular title are checked out. If any of items has a "available" status simply go to the shelf and consult that item. Do not use a REQUEST option in that case.