

BIBL.ÌO

Personalized Services and My Space

[English Version](#)

REGISTRATION AND USAGE INSTRUCTIONS





unimc
UNIVERSITÀ DI MACERATA



BIBL.ÌO WHAT IT IS



BIBL.ÌO is the portal of the library pole of Macerata. Users may access the on-line catalogue to search for books and access digital resources (e-books, images, videos, etc.) available in the libraries of the pole. It also enables users to access all information regarding the libraries within the province of Macerata and news on events and projects.



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PERSONALIZED SERVICES



The portal enables users to create a personalized area (My Space) to:

- deal with book reservation/consultation;
- access digital library resources in the library network in and around Macerata (ReteINDACO);
- preserve bibliographic research results;
- create lists (bibliographies on specific topics);
- insert comments and tags, which can be published with the authorization of the technical staff;
- give purchase advice (As for the libraries of the University of Macerata, such service is restricted to the teaching staff at the University).

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ACCESSING SERVICES




- In order to access the services, users must apply for a **user code** to the library staff.
- The user code is issued when users **first register** for library loans.
- When visiting one of the libraries within the network in the province of Macerata or the University of Macerata, users may ask library staff for their user code if they do not know/remember it.

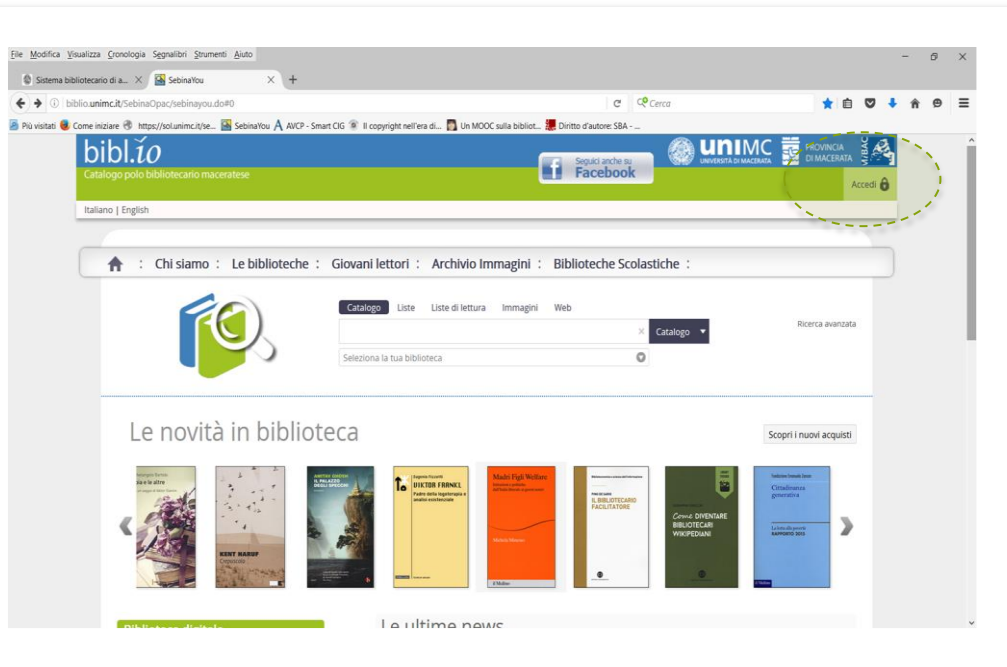
BIBL.ÌO

OPERATING THE PERSONALIZED AREA (My Space)

To access the service users need to:

- Go to the portal:
biblio.unimc.it
- Click on the top right access tab:

My library account 





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BIBL.ÌO FIRST ACCESS

The screenshot shows the login interface for the unIMC library system. A modal window is overlaid on the main page, containing the following elements:

- User**: A text input field, highlighted with a dashed green oval.
- Password**: A text input field.
- ☐ **Remember me** ?
- Send**: A button to submit the login information.
- Forgotten your password?**: A link to recover the password.

The background page includes the unIMC logo, the text 'UNIVERSITÀ DI MACERATA', and a navigation bar with 'Catalog' and 'Advanced search' options.

Type in the user code and then repeat it in the password slot.

PLEASE NOTE: A personalized password will be generated by the system



BIBL.ÌO

CHANGING PASSWORD AND CREATING ACCESS CREDENTIALS

Change your password

Questo e' il tuo primo accesso oppure la tua password e' scaduta.

Enter your new password, it has to be long at least 8 characters and contain both letters and numbers

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm your new password	<input type="password"/>

Enter your access phrase and relative answer: these informations will be requested if you forget the password.

	<input type="text"/>
Answer	<input type="text"/>

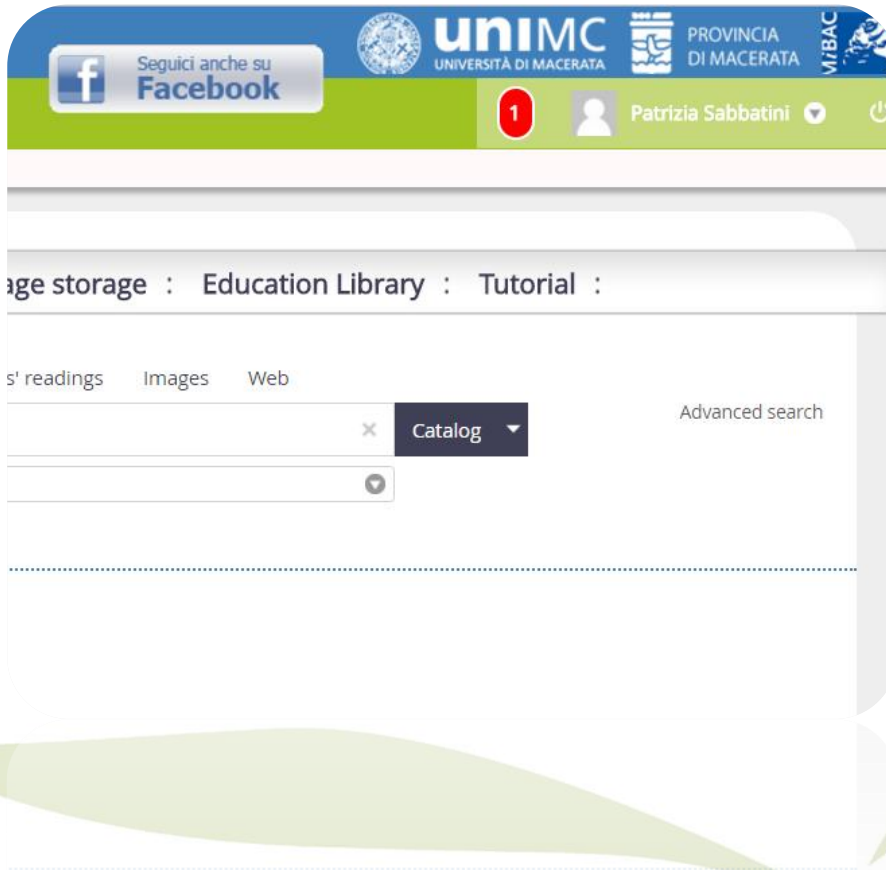
A template will appear to change and **personalize the password**.

The new password must consist of at least 8 characters and include both letters and figures.

An access phrase will be requested in order to activate the procedure to reset the password in case it is lost/forgotten.

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MY SPACE: ACCESS BAR AFTER LOGGING IN

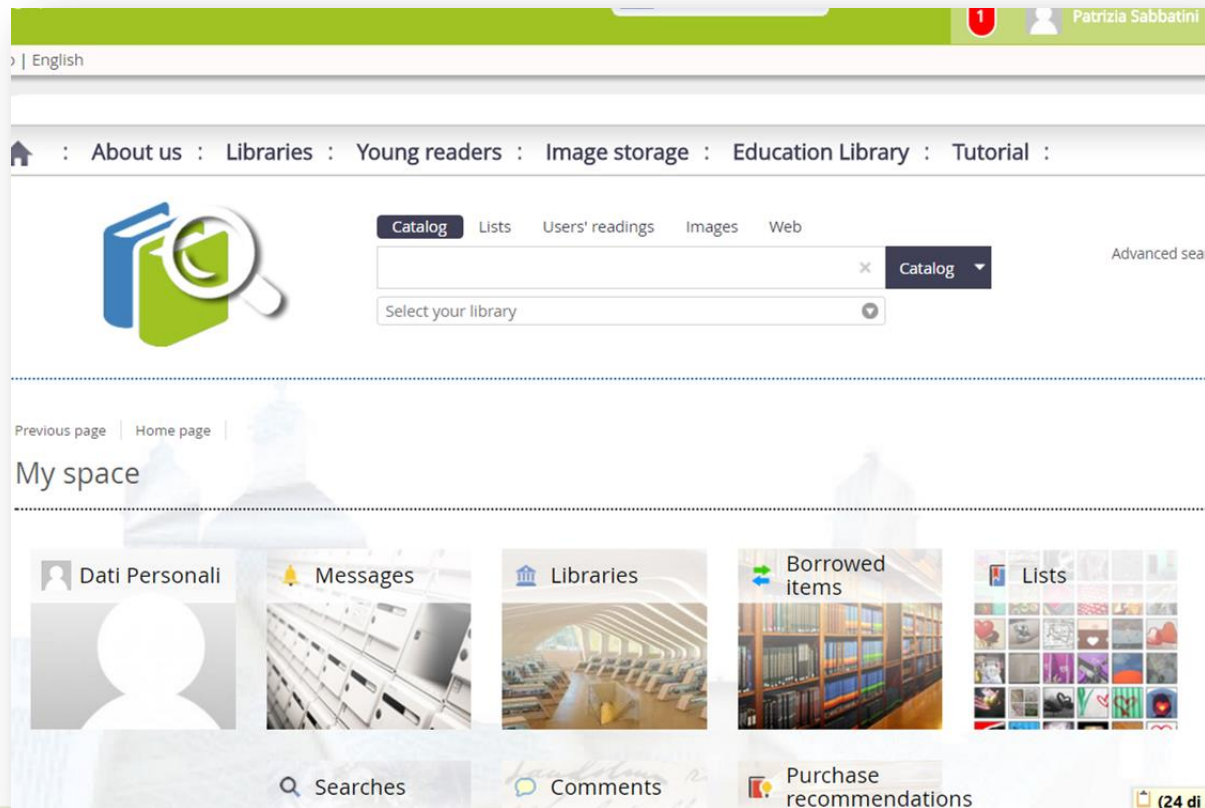


After logging in via the template top right tab, the access bar shows:

- An icon signalling the presence of messages for the user.
- An icon for the user's personal profile (the Username allows to access the personal space).
- The drop down menu icon to access services.
- A logout icon (it is best to log out at the end of each session).

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MY SPACE : AVAILABLE SERVICES.



The **My Space** page includes a number of windows corresponding to the various services available.

Users are advised to log in before each session to be able to access all personalized services while consulting the Catalogue.

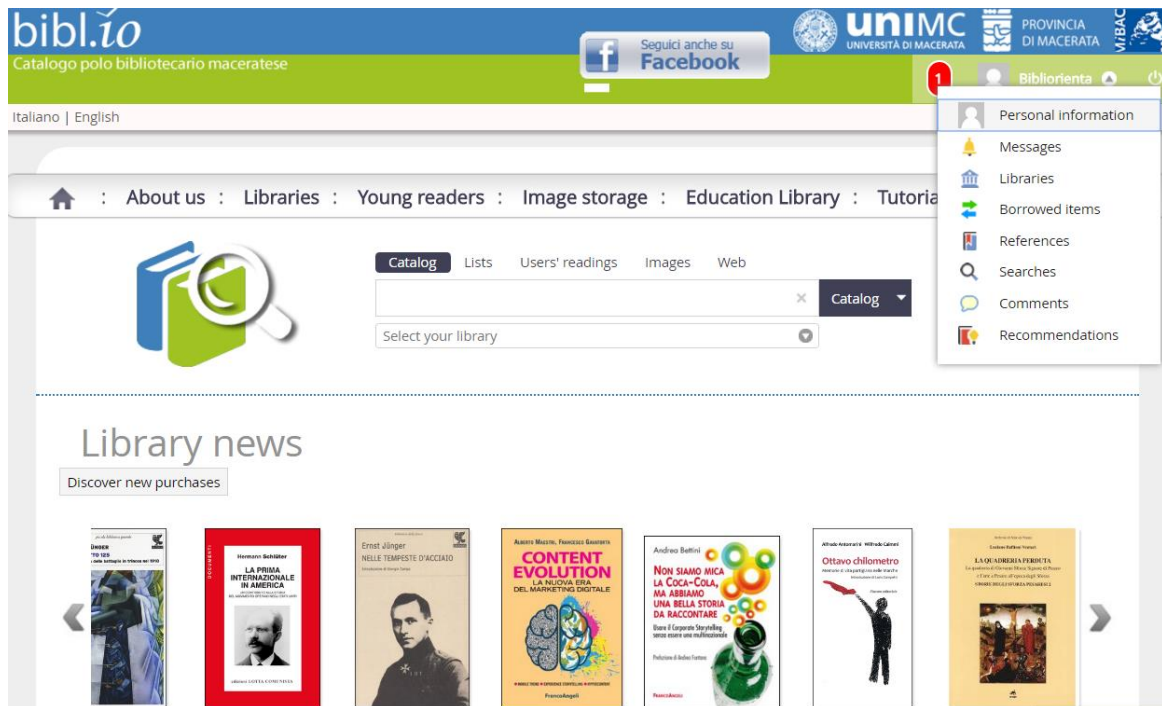


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MY SPACE: DROP DOWN MENU



In alternative, users can also find the services of the My Space area by clicking on the top right **drop down menu**.




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MY SPACE: MY PERSONAL INFORMATION


Home : About us : Libraries : Young readers : Image storage : Education Library : Tutorial :


 Catalog Lists Users' readings Images Web

Advanced search

Select your library

Previous page | Home page

 My space > My personal information

 **Marina Boni**
"Bibliorienta"

Change your password
☐ Remember me ?
Forget me on all devices ?

Registry		Sign In	
Surname	Name	Username	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In the **personal information** section users can insert their personal data and **change the password**.

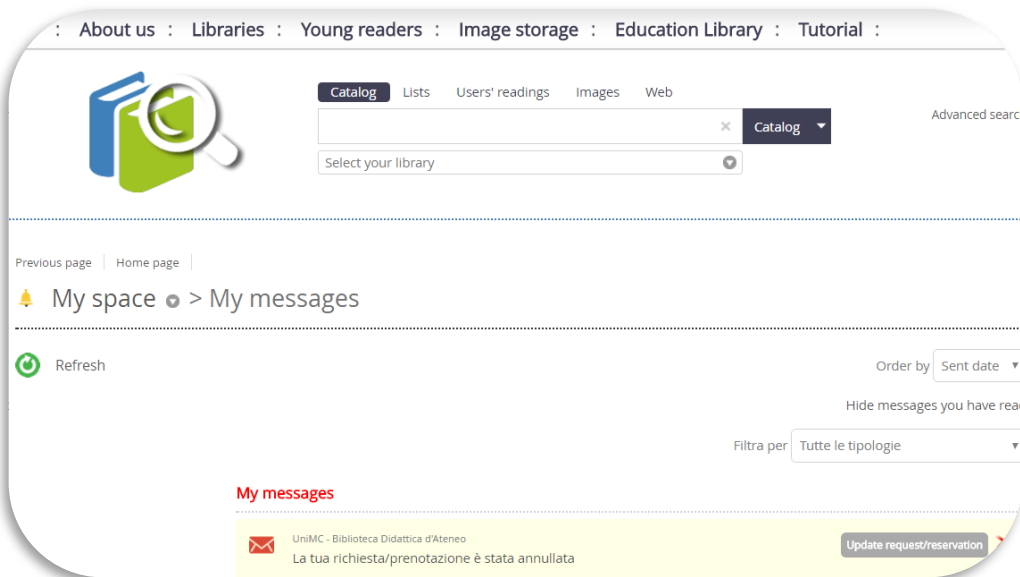


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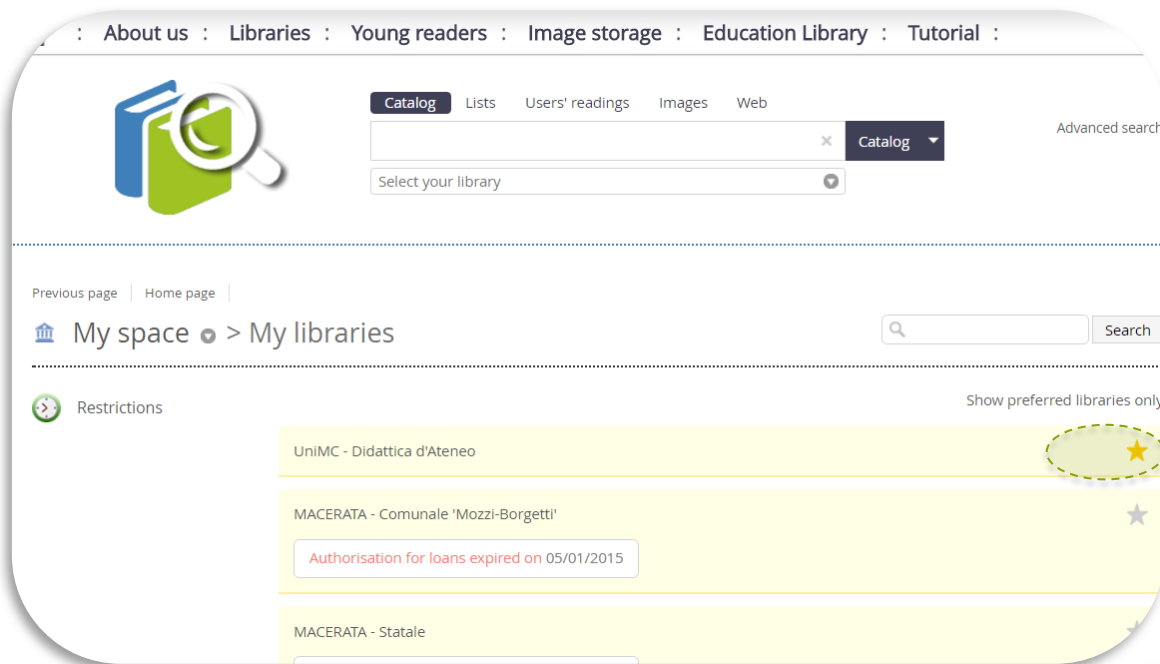
MY SPACE: MY MESSAGES



The **messages** section includes automated messages sent in connection to book loan applications and reservations, notices and access details to digital resources made via the ReteINDACO network.

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MY SPACE: MY LIBRARIES




The **libraries section** includes a list of the libraries users can access for loans, with details on the length of service entitlement. Users can select their favourite libraries clicking on **the star icon**.


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MY SPACE: CHECK OUTS AND RESERVED ITEMS

Previous page | Home page |

My space > Check outs and reserved items

 Past **Current loans**


 Summary

 Update

Filter by: All your requests ▼

Requested documents are available

UniMC - Didattica d'Ateneio

 **1: Dei delitti e delle pene** In library consultation request


Beccaria, Cesare <1738-1794> In-library loan expiry date 10/09/2017

Item number BL 156 Delete this request ✕

Shelfmark BD 340.109 BECCC (01)

Borrowed items

UniMC - Didattica d'Ateneio

 **Les livres dans l'univers numérique** Due date 22/09/2017

Robin, Christian

Item number USB 1462

Shelfmark BD 070.5797 ROBIC

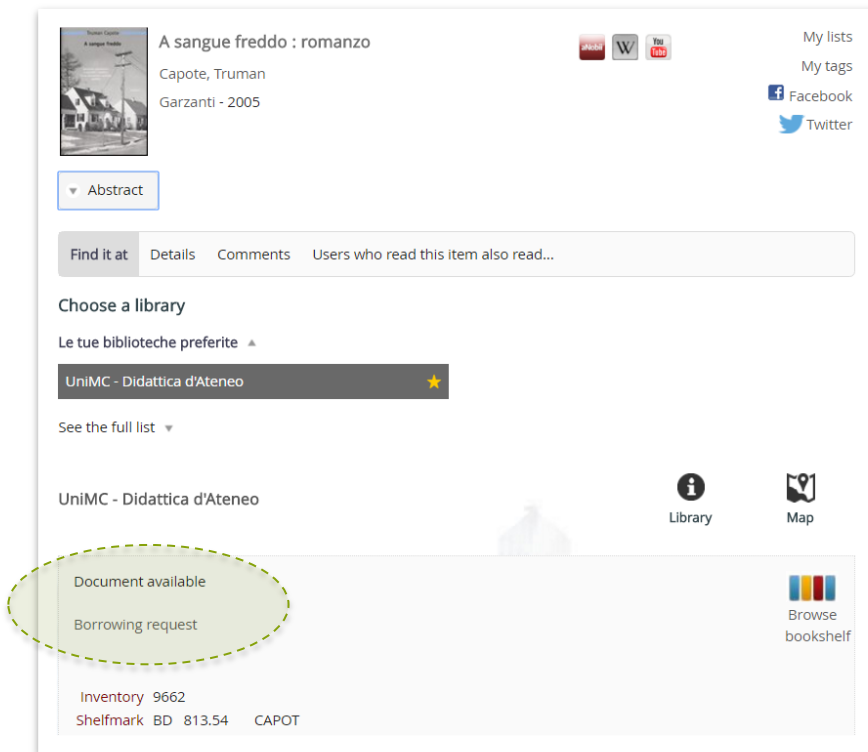
The **Check outs and reserved items** section records details on loans, loans/consultation reservations and the historical record of the books the user has read and referred to, both in paper and digital format.

Ongoing loan reservations may be cancelled.

Several search filters may be set to display such record. (e.g. by individual library).

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HOW TO SUBMIT A BOOK LOAN APPLICATION

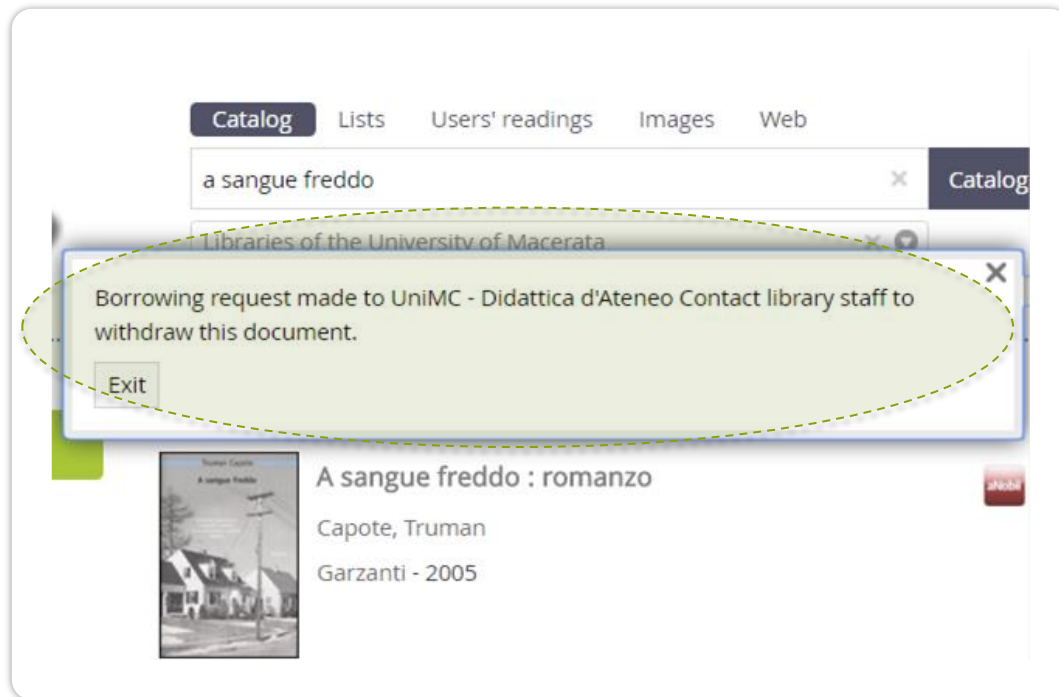


- Search the book in the catalogue.
- Check availability.
- Submit the **loan application** by clicking on the **tab**.

PLEASE NOTE: The service is available only if users are registered to access the loan service of the library holding the book.

BIBL.ÌO

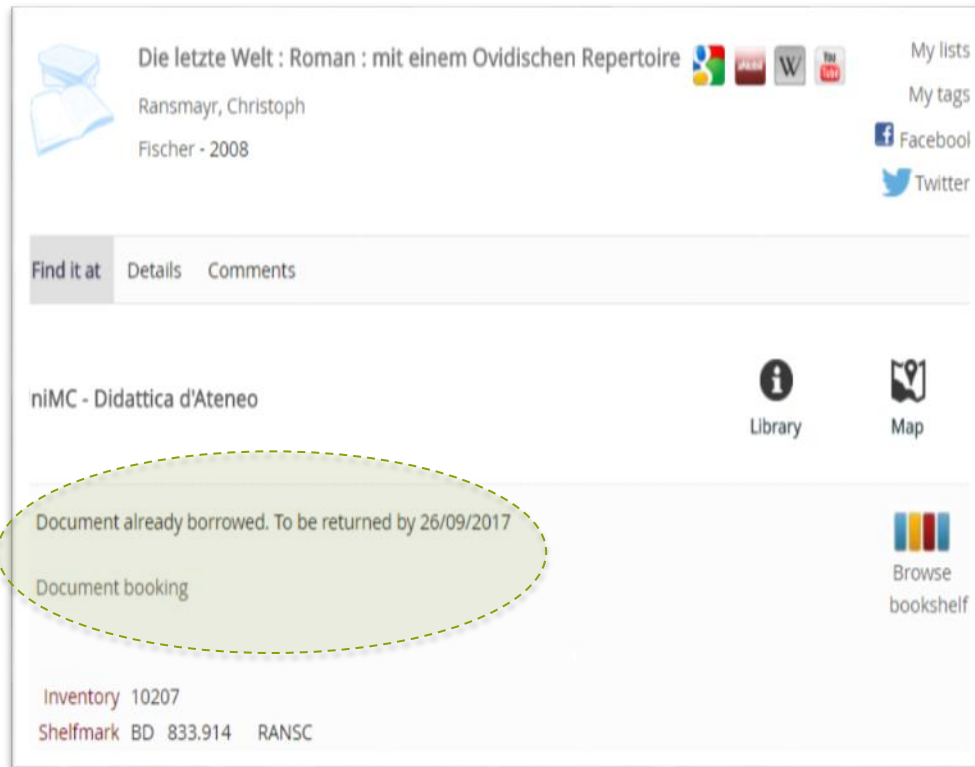
HOW TO SUBMIT A BOOK LOAN APPLICATION



- A message will appear confirming the loan application has **been successfully submitted**.
- The required item will be reserved in the library for **three days, including the day in which the reservation is made**.

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HOW TO SUBMIT BOOKING



Die letzte Welt : Roman : mit einem Ovidischen Repertoire

Ransmayr, Christoph

Fischer - 2008

My lists

My tags

Facebook

Twitter

Find it at Details Comments

niMC - Didattica d'Ateneo

Library

Map

Document already borrowed. To be returned by 26/09/2017

Document booking

Browse bookshelf

Inventory 10207

Shelfmark BD 833.914 RANSC

- If the required item is on loan, users **can reserve it** and their reservation period will begin when the item is returned.
- A **message** in the My Space section will notify the availability of item for loan.

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MY SPACE: MY COMMENTS

In the **comments** section users can view, change and delete their comments.



Home : About us : Libraries : Young readers : Image storage : Education Library : Tutorial :

 Catalog Lists Users' readings Images Web

Advanced search

Select your library

Previous page Home page

My space > My comments

2016
Settembre (1)



Il gattopardo
Tomas di Lampedusa, Giuseppe

★★★★★
Tra vita e morte un affresco sulla mentalità
In un'atmosfera barocca in cui il rigoglio della vita è un presagio di morte e decadenza, l'Autore descrive il tramonto di un'epoca, quella dei "Gattopardi", rendendola attuale nella descrizione di una mentalità ancora oggi viva e presente: il fatalismo impotente di fronte alle dinamiche della storia e della meschinità umana.

Modifica
Cancella

BIBL.ÌO

HOW TO WRITE AND POST A COMMENT



Previous page | Home page

 Italian Liberty : una nuova stagione dell'art nouveau
2015

▼ Abstract

Find it at | Details | **Comments**

No comment has been created on this book.

☐ Create a comment and share it with other readers.

The comment will be displayed only after approval by the library administrator.

A **comment** may be posted and shared with other users by clicking on the relevant **tab** in the bibliographical record description.

A **Style Sheet** will appear and it should be filled in in all its parts.

Comments will be posted only after being **authorized by the technical staff**.



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TAG INCLUSION

My tags

Paranoia : la follia che fa la storia

Zoja, Luigi <1943- >

Bollati Boringhieri - 2011

Write tag divided by comma, such as: history, book

Added tags will displayed starting from tomorrow

Suggested Tags: click to add a suggested tag

* PARANOIA

Confirm Clear

My lists

My tags

Facebook

Twitter

Users may include **tags** (keywords concerning bibliographical records content) and share them with other users by clicking on the relevant **tab**.

Tags will be posted only after being **authorized by the technical staff**.

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MY SPACE: MY REFERENCES



Previous page | Home page |

My space > My references

Guide alla tesi di laurea | prova | dimostrazione creazione lista | Permalink

prova | Heidelberg | immigrazione | mr. bean | pdr | libri per Save

Ordina per Data di inserimento

L'antichità classica nei venti volumi inediti delle Antichità Picene del Colucci
Cecchi, Dante
Added on 12/03/2017

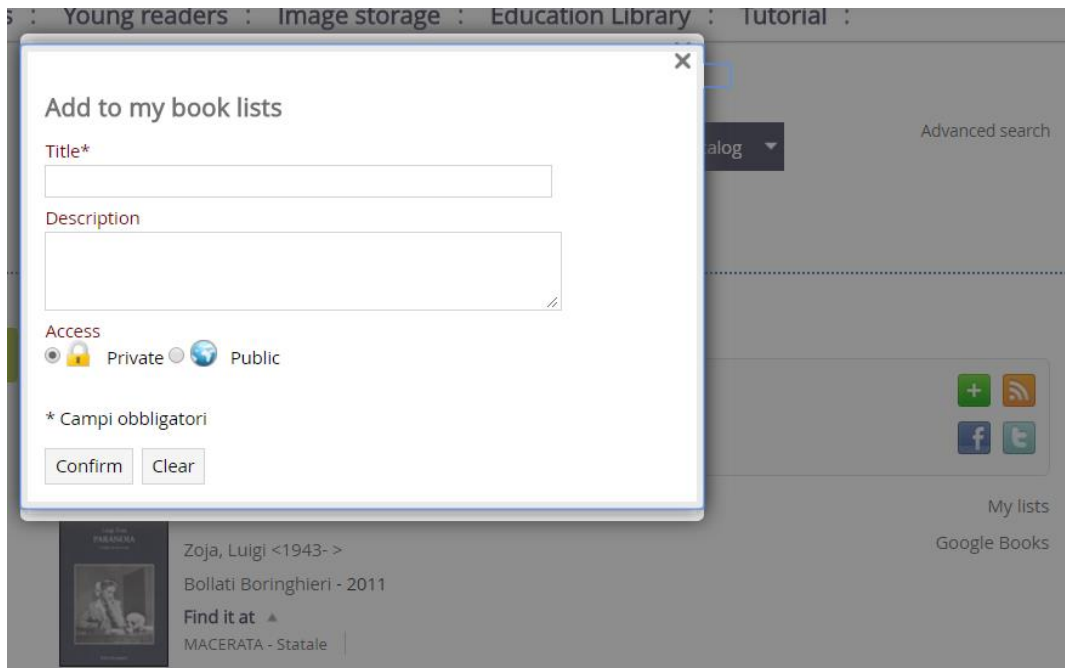
La regolazione delle emozioni

In the **lists section** users may access personalized reading lists files. Users can view, modify, print and share the content of the lists via e-mail or social networks.

A **permalink** can be created too.

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HOW TO GENERATE USER LISTS



The screenshot shows a web interface with a modal dialog box titled "Add to my book lists". The dialog has a close button (X) in the top right corner. It contains the following fields and options:

- Title***: A text input field.
- Description**: A larger text input area.
- Access**: Two radio buttons, "Private" (selected) and "Public".
- * Campi obbligatori**: A note indicating that the Title and Description fields are mandatory.
- Buttons**: "Confirm" and "Clear".

In the background, a book entry is visible for "Zoja, Luigi <1943- >" by "Bollati Boringhieri - 2011", with a "Find it at" link to "MACERATA - Statale".

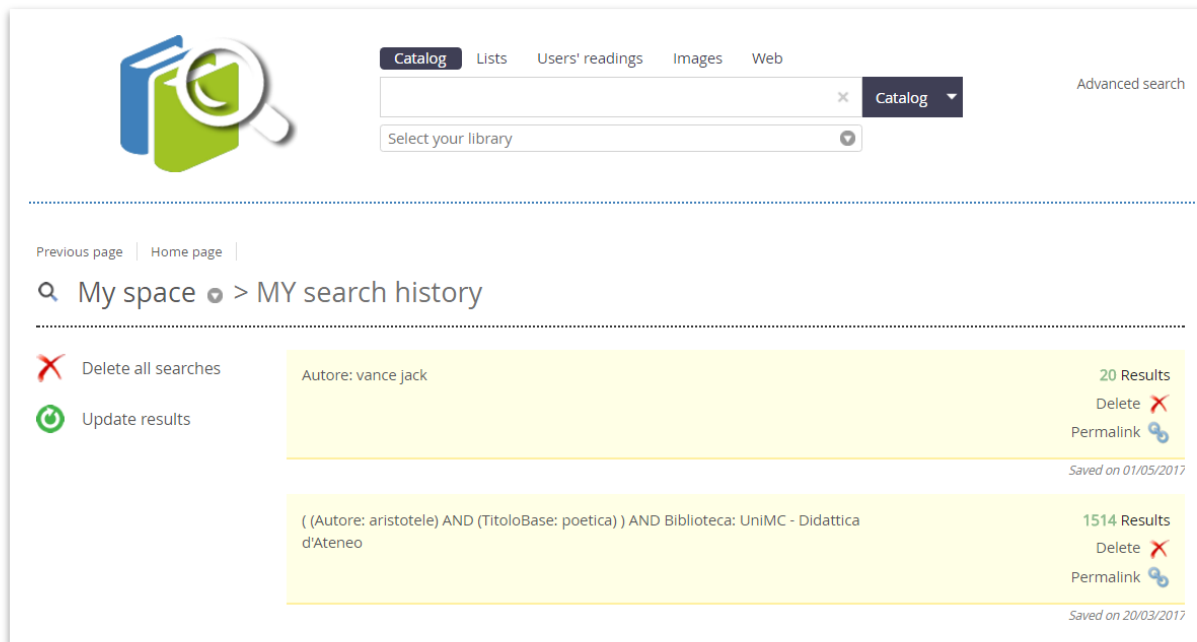
Once the item of interest is found,, users can select the option “My lists”.

To create a **new reading list**, users will be requested to insert a list title and an optional description. They will be able to set the list as **private** (it will only be visible in their personal area) or **public** (it will be visible to all in the “Booklist” section).

Public lists will be published only after being **authorized by the technical staff**.

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MY SPACE: MY SEARCH HISTORY



The screenshot shows the 'MY SPACE: MY SEARCH HISTORY' page. At the top, there is a navigation bar with 'Catalog' selected, and links for 'Lists', 'Users' readings', 'Images', and 'Web'. Below this is a search bar with a 'Catalog' dropdown and a 'Select your library' field. The main content area shows a list of saved searches. The first search is 'Autore: vance jack' with 20 results, saved on 01/05/2017. The second search is '(Autore: aristotele) AND (TitoloBase: poetica)) AND Biblioteca: UniMC - Didattica d'Ateneo' with 1514 results, saved on 20/03/2017. On the left side of the search results, there are buttons for 'Delete all searches' and 'Update results'.

Previous page | Home page

My space > MY search history

Delete all searches

Update results

Autore: vance jack

20 Results

Delete

Permalink

Saved on 01/05/2017

(Autore: aristotele) AND (TitoloBase: poetica)) AND Biblioteca: UniMC - Didattica d'Ateneo

1514 Results

Delete

Permalink

Saved on 20/03/2017

In the **search history** section users can find the list of all the searches carried out and saved, including their contents. A **permalink** can be created as well. Saved searches can be deleted or periodically updated (the system will insert the bibliographical records corresponding to the parameters used).

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HOW TO SAVE A SEARCH



Catalog storia x follia x

Results 1 - 10 of 39 sorted by Relevance ▼

 **Paranoia : la follia che fa la storia**

Zoja, Luigi <1943- >

Bollati Boringhieri - 2011

Find it at ▲

MACERATA - Statale

My lists

Google Books

Icons: +, RSS, Facebook, Twitter

It is possible to save a search in the personal space using the tag:

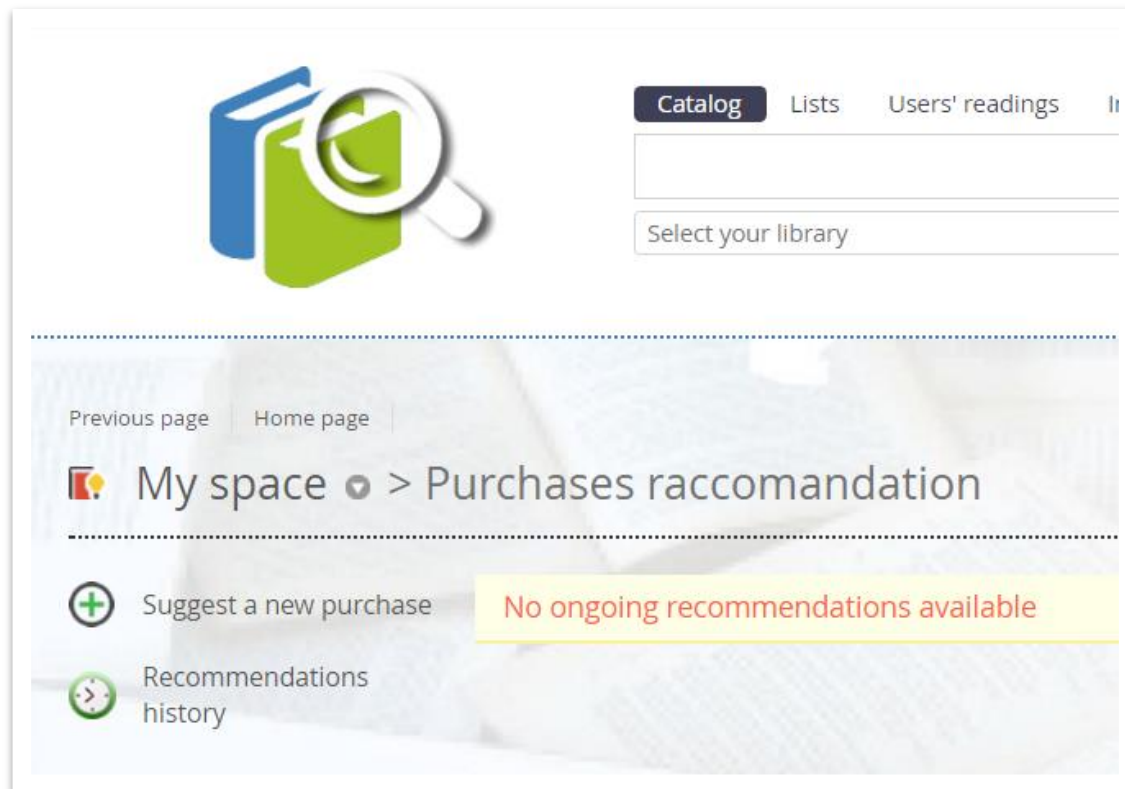


(it saves the records associated with the search).



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MY SPACE: PURCHASES RECOMMENDATION



In the **purchase recommendation** section users can view suggestions, check their status (approved/not approved) and their historical record.

Libraries within the University of Macerata provide this service to the University teaching staff only.



BIBLIOTHECA

THE DIGITAL LIBRARY ReteINDACO



ReteINDACO is the digital library of the provincial network of Macerata. It provides users within the network with free access to: e-books, videos, dictionaries, movies, audio-books, and so on. Library staff arranges and selects such freely accessible quality contents with great professional care, in line with the existing laws.

Users may access these resources only after logging in into the *My Space* section.

Primo Central© is the software for integrated research which enables users to access bibliographic data, abstracts and, in most cases, full text articles from a large number of publishers and aggregators on a global level.

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DON'T FORGET:

All services and applications outlined above are only available **after logging in** with the **reader username and password** (NOT WITH DSA CREDENTIALS, which are required for other University services).

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Personalized Services and My Space

[English Version](#)

INSTRUCTIONS FOR LOG IN AND ACCESS SERVICE

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