



**unIMC**  
UNIVERSITÀ DI MACERATA



# BIBLIÒ

## Personalized Services and My Space

[English Version](#)

REGISTRATION AND  
USAGE INSTRUCTIONS





# 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.



# BIBLIÒ

## PERSONALIZED SERVICES

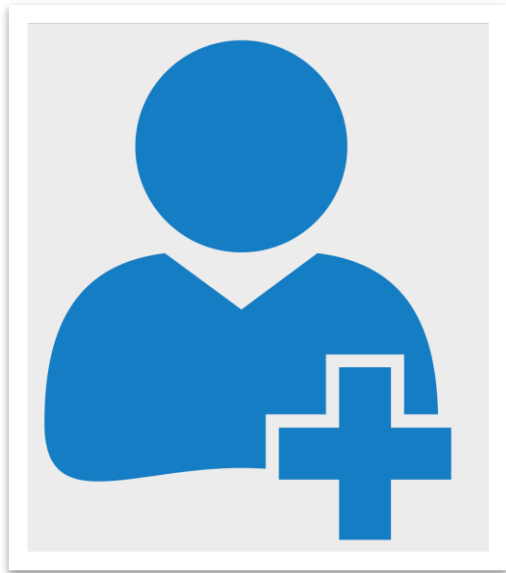


The portal enables users to create a personalized area (My Space) to:

- 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).

# BIBLIÒ

## ACCESSING SERVICES



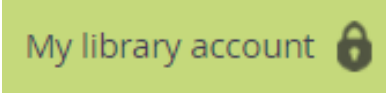
- In order to access the services, users must apply for a **user code** to the library staff.
- The user code is issued when users **first register** for library loans.
- When visiting one of the libraries within the network in the province of Macerata or the University of Macerata, users may ask library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


# BIBLIÒ

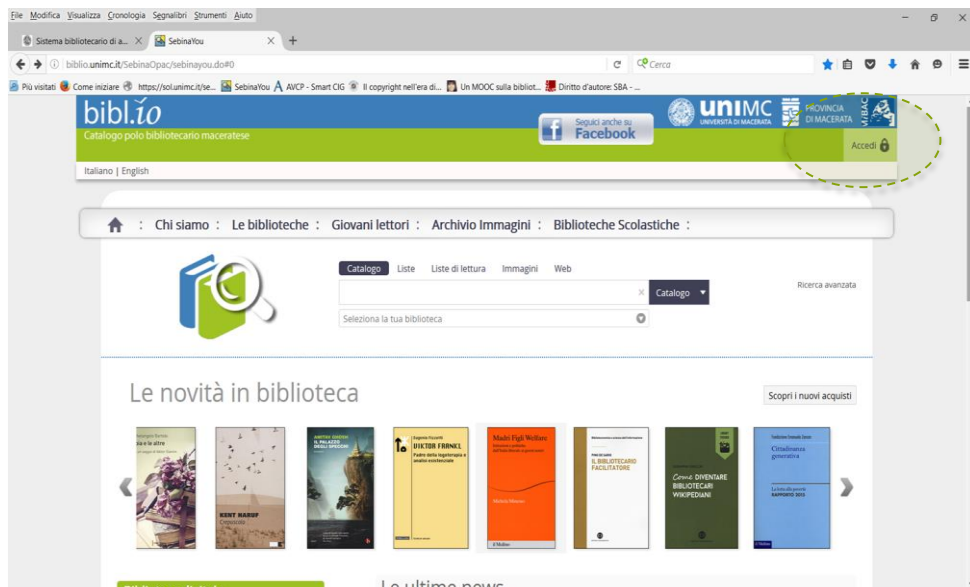
## OPERATING THE PERSONALIZED AREA (My Space)

To access the service users need to:

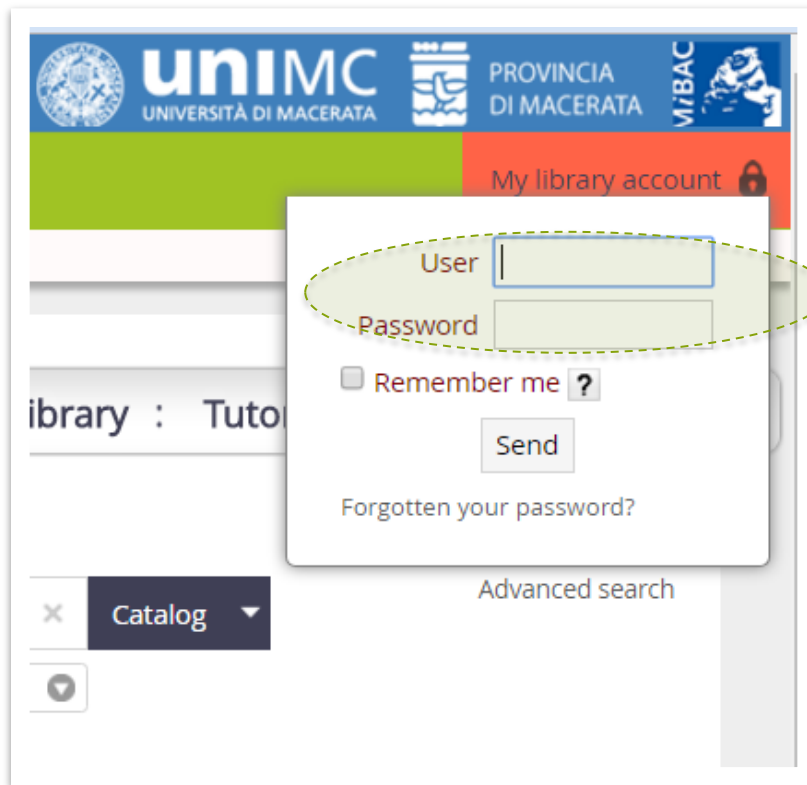
- Go to the portal:  
**biblio.unimc.it**
- Click on the top right access tab:



My library account 



# BIBLIÒ FIRST ACCESS



The screenshot shows the library's login page. At the top, there is a navigation bar with the unIMC logo, the text 'unIMC UNIVERSITÀ DI MACERATA', and 'PROVINCIA DI MACERATA'. Below this is a green bar with 'My library account' and a lock icon. The main content area features a login form with the following elements:

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

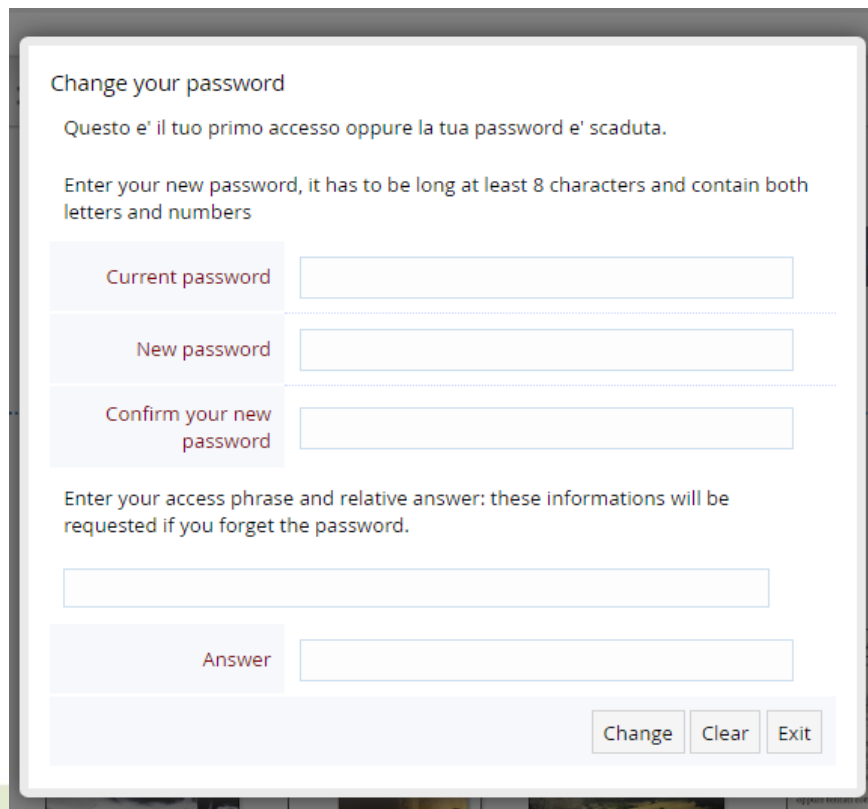
Below the form, there is a 'Catalog' dropdown menu and an 'Advanced search' link.

On your first access, type in the user code and then repeat it in the password slot.

You will be automatically redirected to a template where you can personalize your password.

# BIBLIÒ

## CREATING ACCESS CREDENTIALS OR CHANGING PASSWORD



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

New password

Confirm your new password

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

Answer

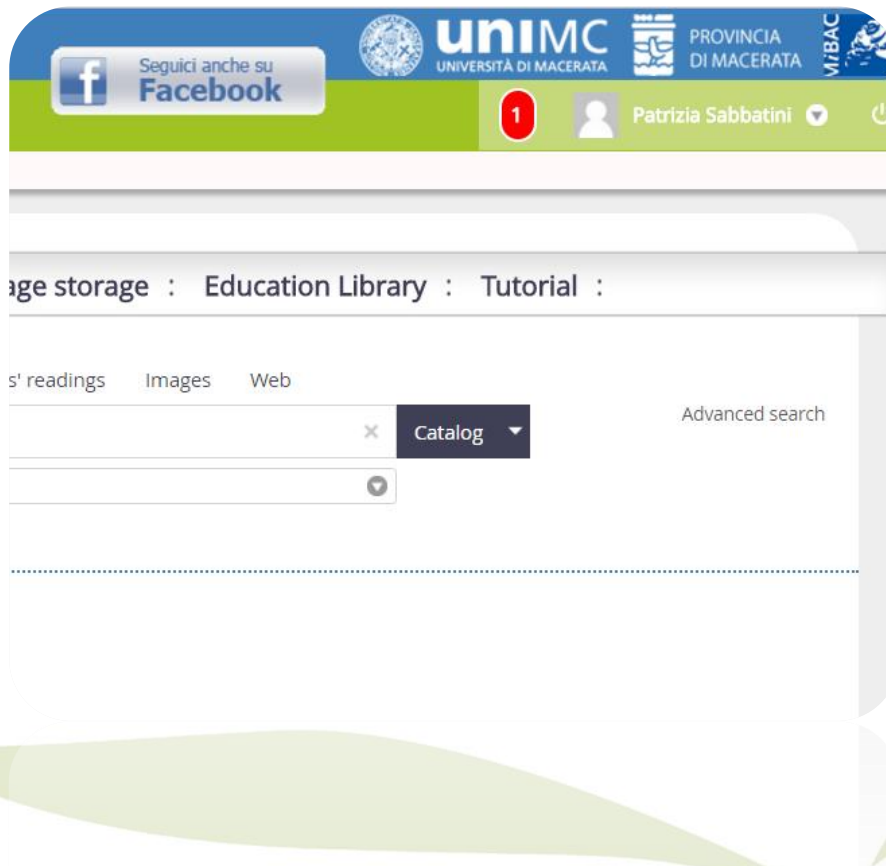
A template will appear to **personalize or change the password.**

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.

# BIBLIÒ

## MY SPACE: ACCESS BAR AFTER LOGGING IN



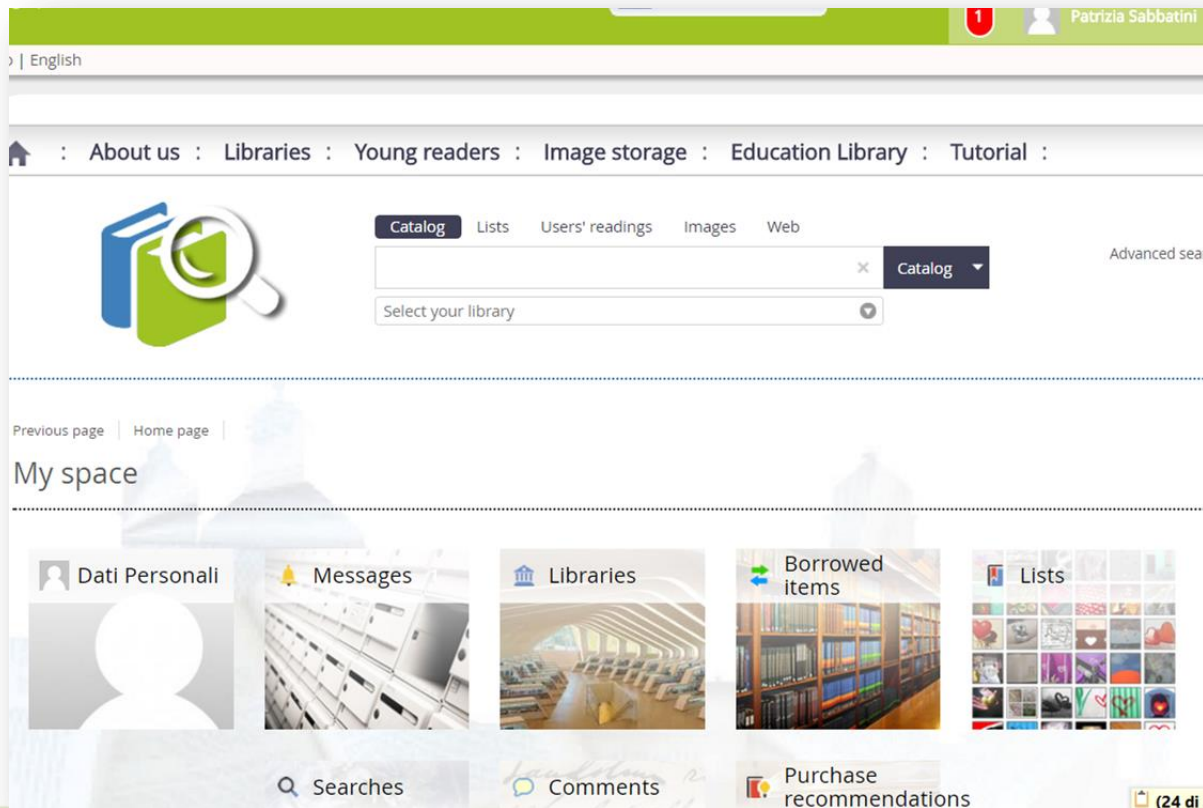
After logging in via the template top right tab, the access bar shows:

- 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).



# BIBLIÒ

## MY SPACE : AVAILABLE SERVICES.



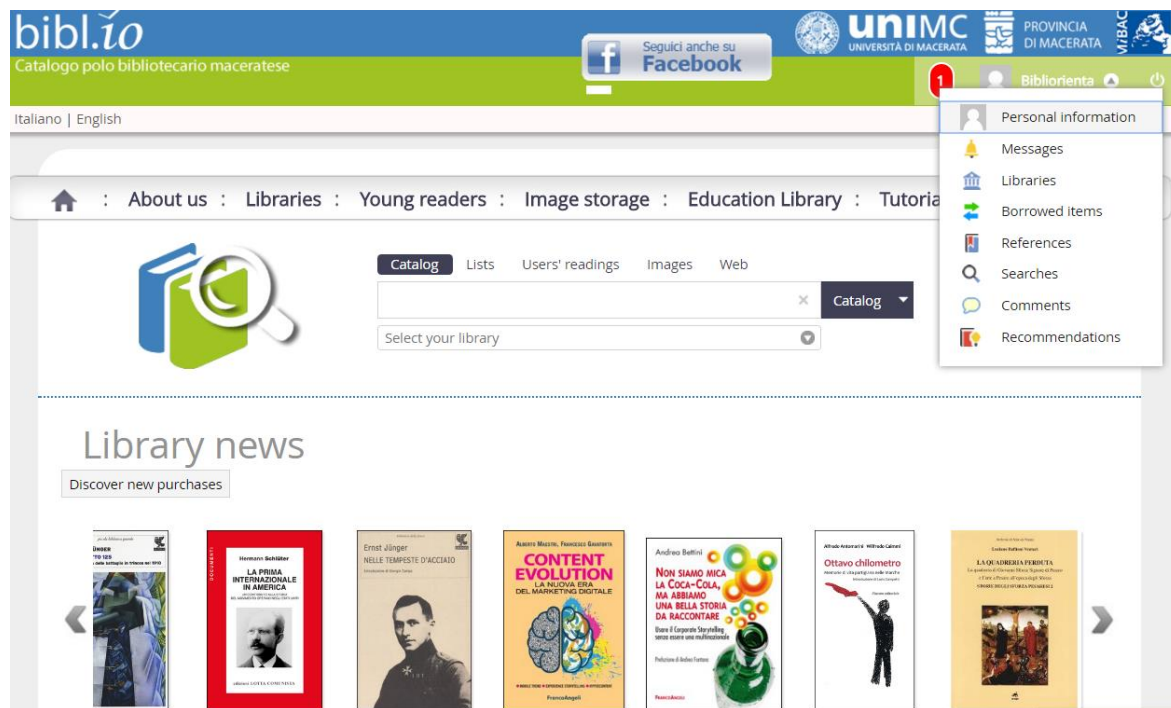
The screenshot shows the 'My Space' page of the library system. At the top, there is a green header with the user's name 'Patrizia Sabbatini' and a notification icon. Below the header, there is a navigation menu with links: 'About us', 'Libraries', 'Young readers', 'Image storage', 'Education Library', and 'Tutorial'. The main content area features a search bar with a magnifying glass icon, a 'Catalog' button, and a dropdown menu for 'Select your library'. Below the search bar, there are several service tiles: 'Dati Personali' (Personal Data), 'Messages', 'Libraries', 'Borrowed items', and 'Lists'. At the bottom, there are buttons for 'Searches', 'Comments', and 'Purchase recommendations'. The page is titled 'My space' and includes links for 'Previous page' and 'Home page'.

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.

# BIBL.ÌO

## MY SPACE: DROP DOWN MENU

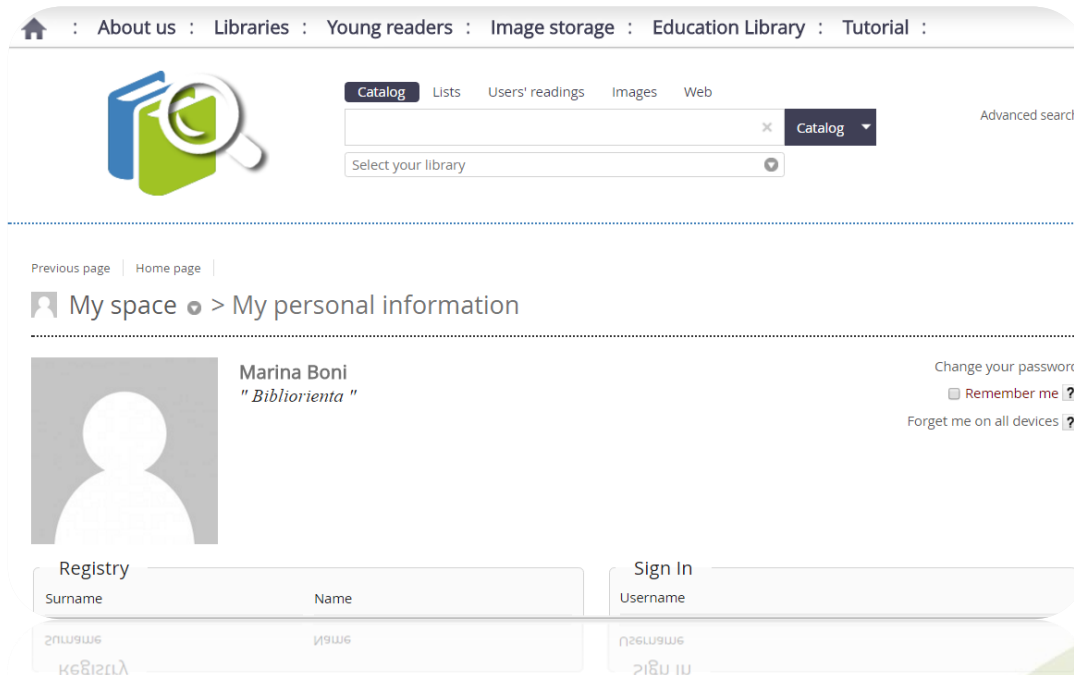


The screenshot shows the bibl.ìo website interface. At the top, there is a navigation bar with the logo, a Facebook link, and logos for unimc, PROVINCIA DI MACERATA, and MIBAC. Below the navigation bar, there is a language selector (Italiano | English) and a breadcrumb trail: Home : About us : Libraries : Young readers : Image storage : Education Library : Tutorial. The main content area features a search bar with a magnifying glass icon, a search input field, and a dropdown menu for selecting a library. Below the search bar, there is a section titled "Library news" with a sub-header "Discover new purchases" and a carousel of book covers. A user profile menu is open in the top right corner, listing the following options: Personal information, Messages, Libraries, Borrowed items, References, Searches, Comments, and Recommendations.


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

# BIBL.ÌO

## 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"

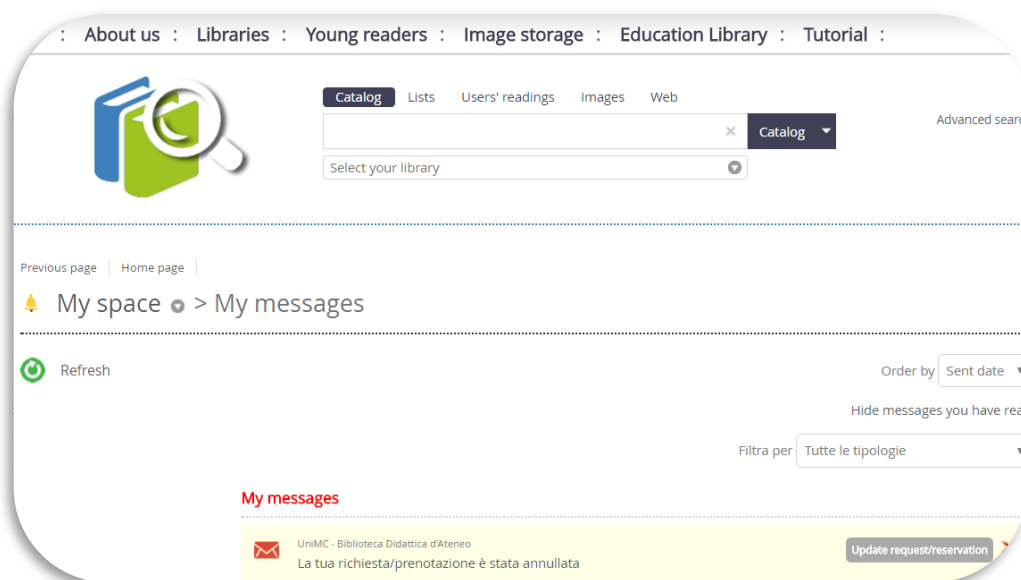
[Change your password](#)  
 Remember me ?  
[Forget me on all devices ?](#)

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.**

# BIBLIÒ

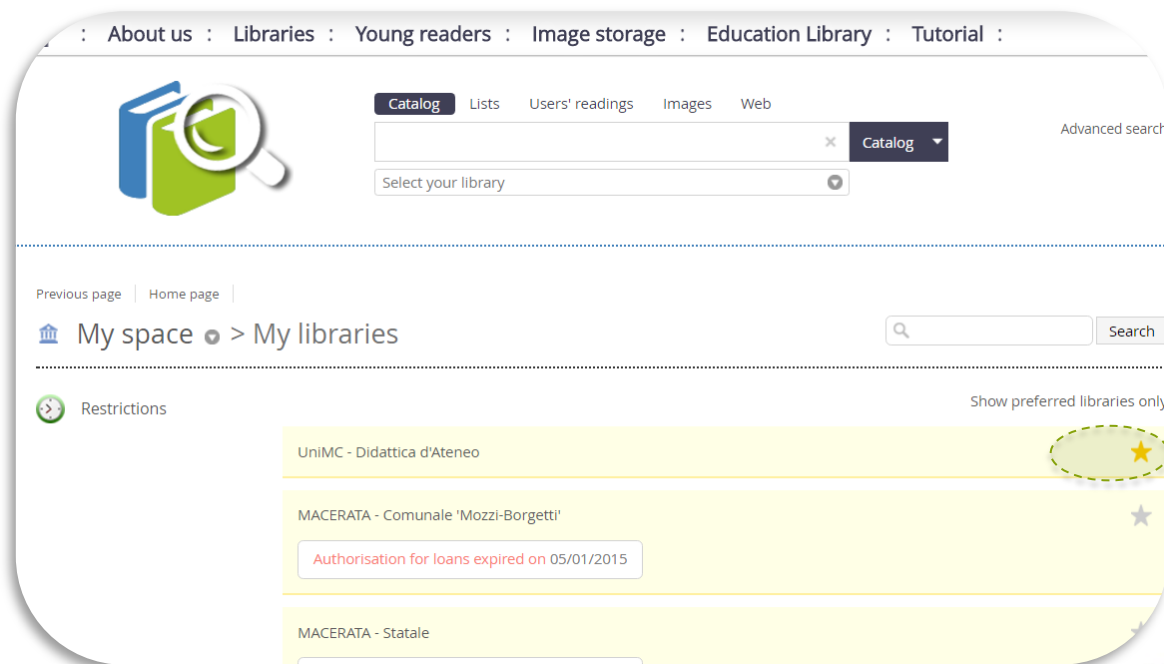
## MY SPACE: MY MESSAGES



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.

# BIBLIÒ

## MY SPACE: MY LIBRARIES



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

Search:  Catalog Lists Users' readings Images Web

Select your library

Previous page | Home page |

My space > My libraries

Restrictions

UniMC - Didattica d'Ateneo	<input checked="" type="checkbox"/>
MACERATA - Comunale 'Mozzi-Borgetti'	<input type="checkbox"/>
MACERATA - Statale	<input type="checkbox"/>

Authorisation for loans expired on 05/01/2015

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**.

# BIBLIÒ

## MY SPACE: CHECK OUTS AND RESERVED ITEMS

Previous page | Home page |


My space > Check outs and reserved items

Past | Current loans | Filter by All your requests

Summary | Update


**Requested documents are available**

UniMC - Didattica d'Ateneo

 **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'Ateneo

 **Les livres dans l'univers numérique** Due date 22/09/2017  
Robin, Christian  
Item number USB 1462  
Shelfmark BD 070.5797 ROBIC

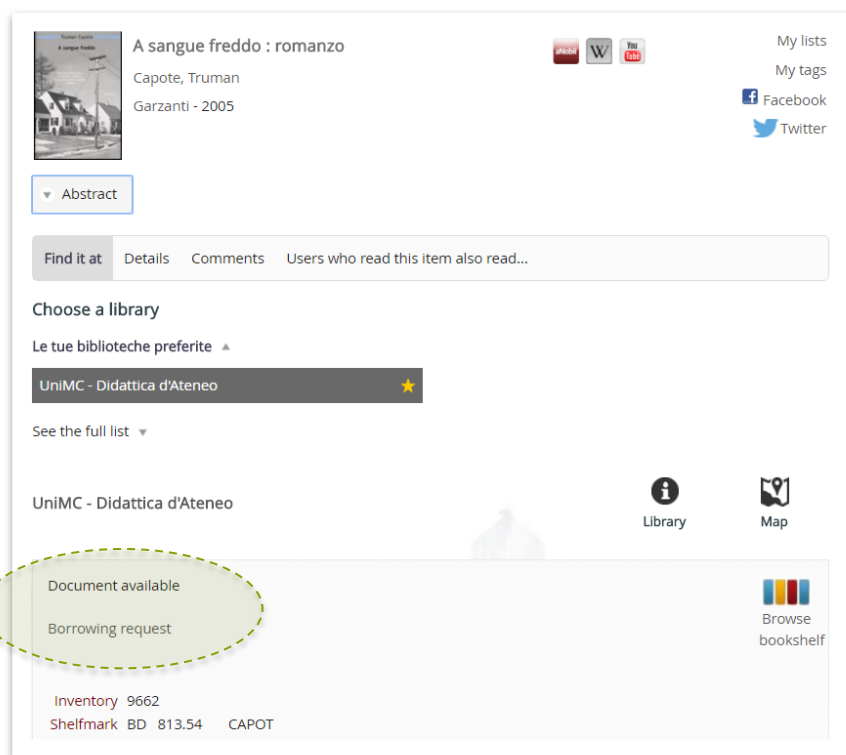
The **Check outs and reserved items** section records details on loans, loans/consultation reservations and the historical record of the books the user has read and referred to, both in paper and digital format.

Ongoing loan reservations may be cancelled.

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

# BIBLIÒ

## HOW TO SUBMIT A BOOK LOAN APPLICATION



A sangue freddo : romanzo  
Capote, Truman  
Garzanti - 2005

My lists  
My tags  
Facebook  
Twitter

▼ Abstract

Find it at Details Comments Users who read this item also read...

Choose a library

Le tue biblioteche preferite ▲

UniMC - Didattica d'Ateneo ★

See the full list ▼

UniMC - Didattica d'Ateneo

Library Map

Document available

Borrowing request

Browse bookshelf

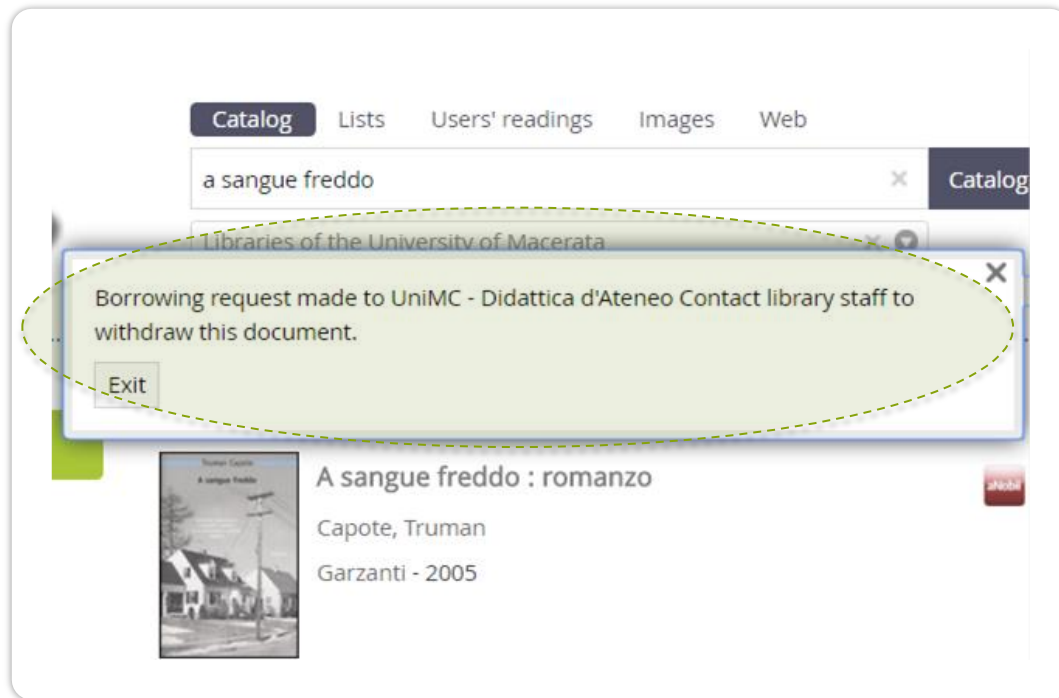
Inventory 9662  
Shelfmark BD 813.54 CAPOT

- 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.

# BIBLIÒ

## HOW TO SUBMIT A BOOK LOAN APPLICATION

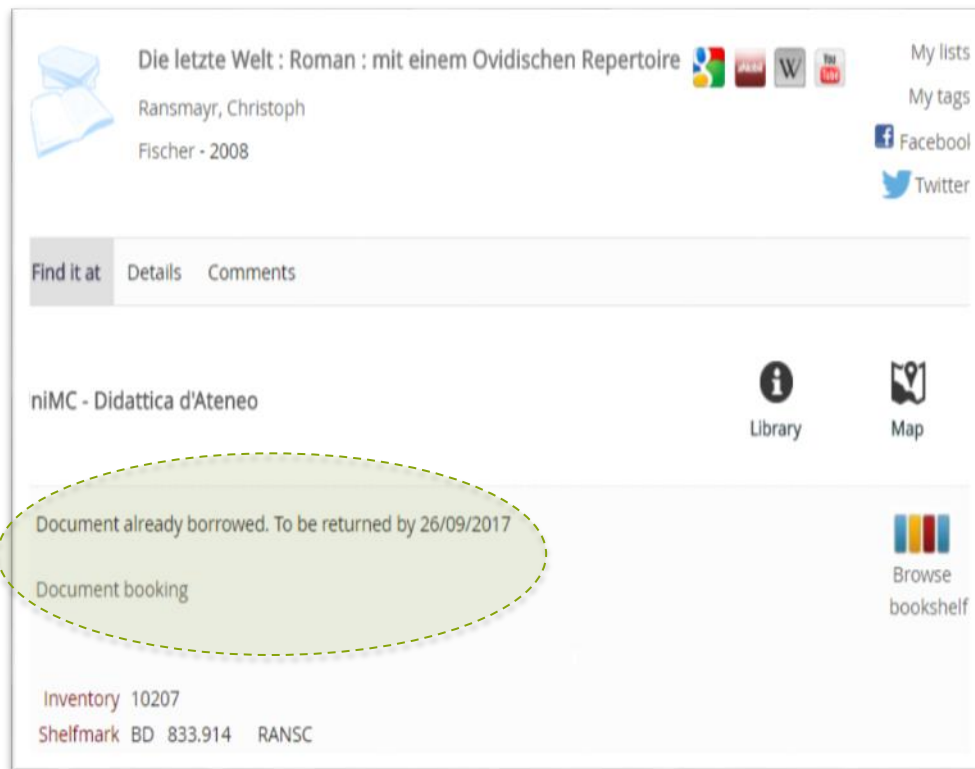


- A message will appear confirming the loan application has **been successfully submitted.**
- The required item will be reserved in the library for **three days, including the day in which the reservation is made.**



# BIBL.ÌO

## HOW TO SUBMIT BOOKING



Die letzte Welt : Roman : mit einem Ovidischen Repertoire  
Ransmayr, Christoph  
Fischer - 2008

Find it at Details Comments

niMC - Didattica d'Ateneo

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

Document booking

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.

# BIBLIÒ

## MY SPACE: MY COMMENTS



The screenshot shows a web interface for a library. At the top, there is a navigation menu with links: Home, About us, Libraries, Young readers, Image storage, Education Library, and Tutorial. Below the menu is a search area with a magnifying glass icon, a search bar, and a dropdown menu for 'Catalog'. There are also links for 'Lists', 'Users' readings', 'Images', and 'Web'. A 'Select your library' dropdown is visible below the search bar. The main content area shows a breadcrumb trail: 'My space > My comments'. Below this, there is a list of comments. The first comment is for the book 'Il gattopardo' by Tomasi di Lampedusa, Giuseppe, dated 2016, September (1). The comment text reads: '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.' There are 'Modifica' and 'Cancella' buttons next to the comment.

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

# BIBLIÒ

## 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.

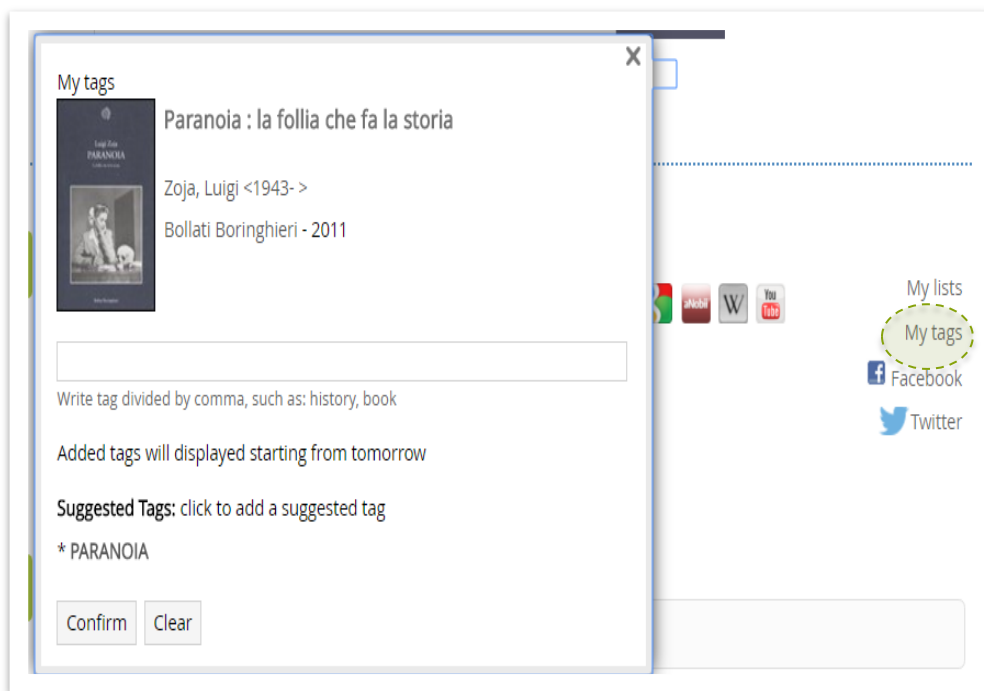
A **comment** may be posted and shared with other users by clicking on the relevant **tab** in the bibliographical record description.

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.**

# BIBL.ÌO

## 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

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**.

# BIBLIÒ

## MY SPACE: MY REFERENCES



Previous page | Home page |

My space > My references

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

prova | Ordina per Data di inserimento

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

immigrazione | La regolazione delle emozioni

mr. bean

pdr

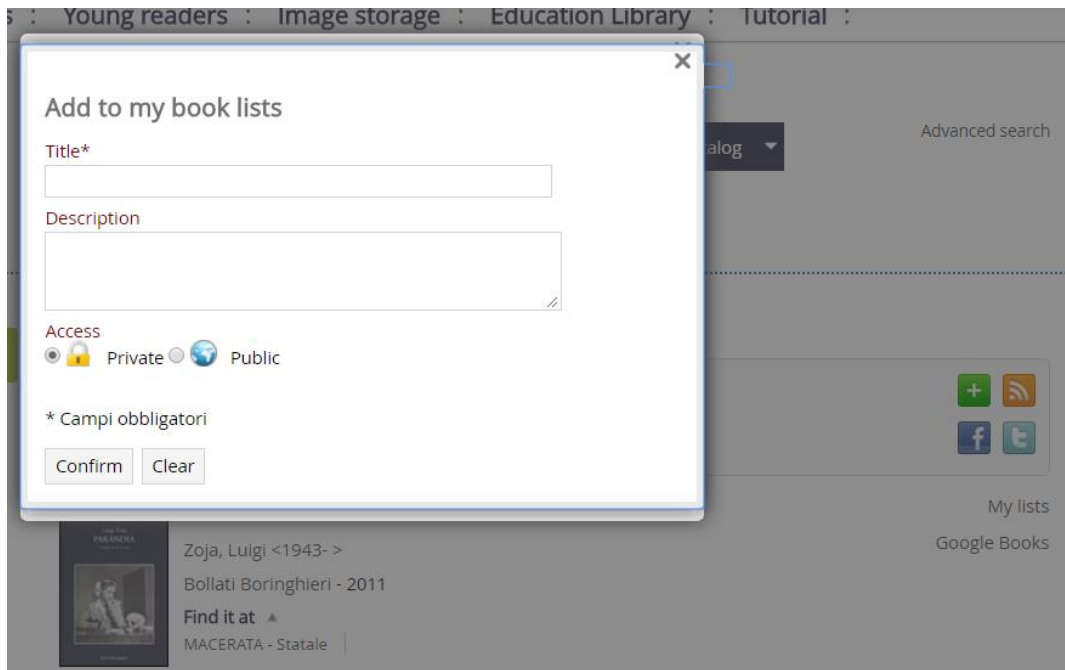
libri per Save

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.

# BIBLIÒ

## HOW TO GENERATE USER LISTS



Young readers : Image storage : Education Library : Tutorial :

Add to my book lists

Title\*

Description

Access

Private  Public

\* Campi obbligatori

Confirm Clear

Advanced search

My lists

Google Books

Zoja, Luigi <1943->  
Bollati Boringhieri - 2011  
Find it at ▲  
MACERATA - Statale

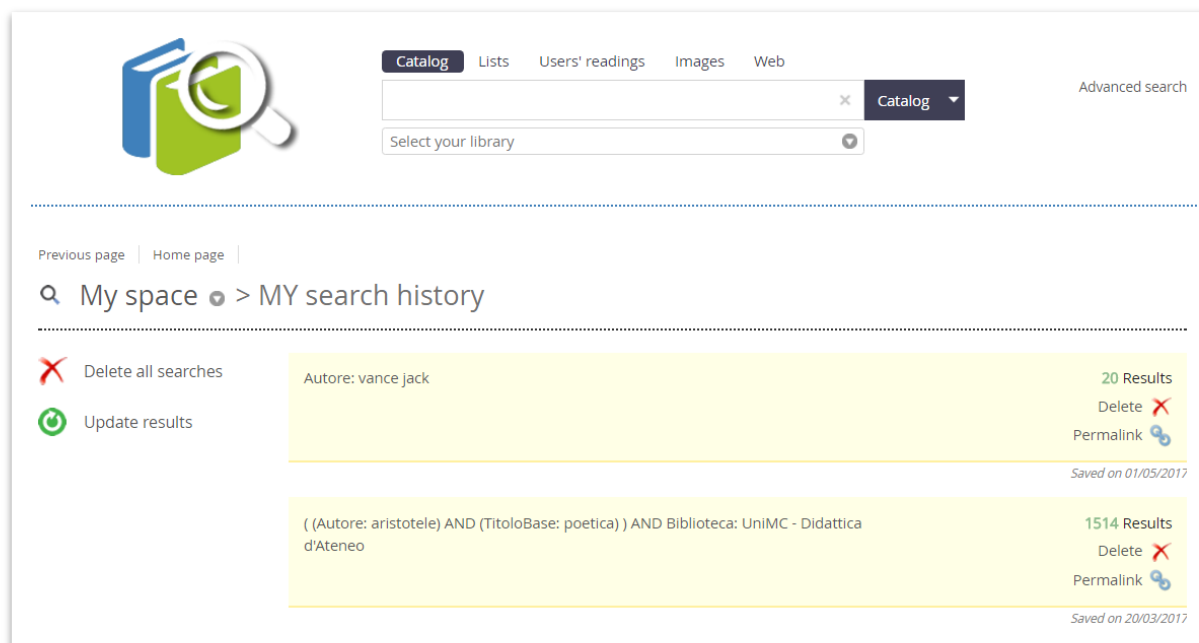
Once the item of interest is found,, users can select the option “My lists”.

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**.

# BIBLIÒ

## MY SPACE: MY SEARCH HISTORY



The screenshot displays the library's search interface. At the top left is a logo of a magnifying glass over books. To its right are navigation tabs: 'Catalog' (selected), 'Lists', 'Users' readings', 'Images', and 'Web'. Below these is a search input field with a 'Catalog' dropdown menu and an 'Advanced search' link. A 'Select your library' dropdown is also present. Below the search area, there are links for 'Previous page' and 'Home page'. The main heading is 'My space > MY search history'. On the left, there are two action buttons: 'Delete all searches' (with a red X icon) and 'Update results' (with a green refresh icon). The search history is shown as a list of two entries:

Search Query	Results	Actions	Saved on
Autore: vance jack	20 Results	Delete  Permalink 	01/05/2017
( (Autore: aristotele) AND (TitoloBase: poetica) ) AND Biblioteca: UniMC - Didattica d'Ateneo	1514 Results	Delete  Permalink 	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).

# BIBLIÒ

## 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**

My lists  
Google Books

Zoja, Luigi <1943- >  
Bollati Boringhieri - 2011

Find it at ▲  
MACERATA - Statale

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

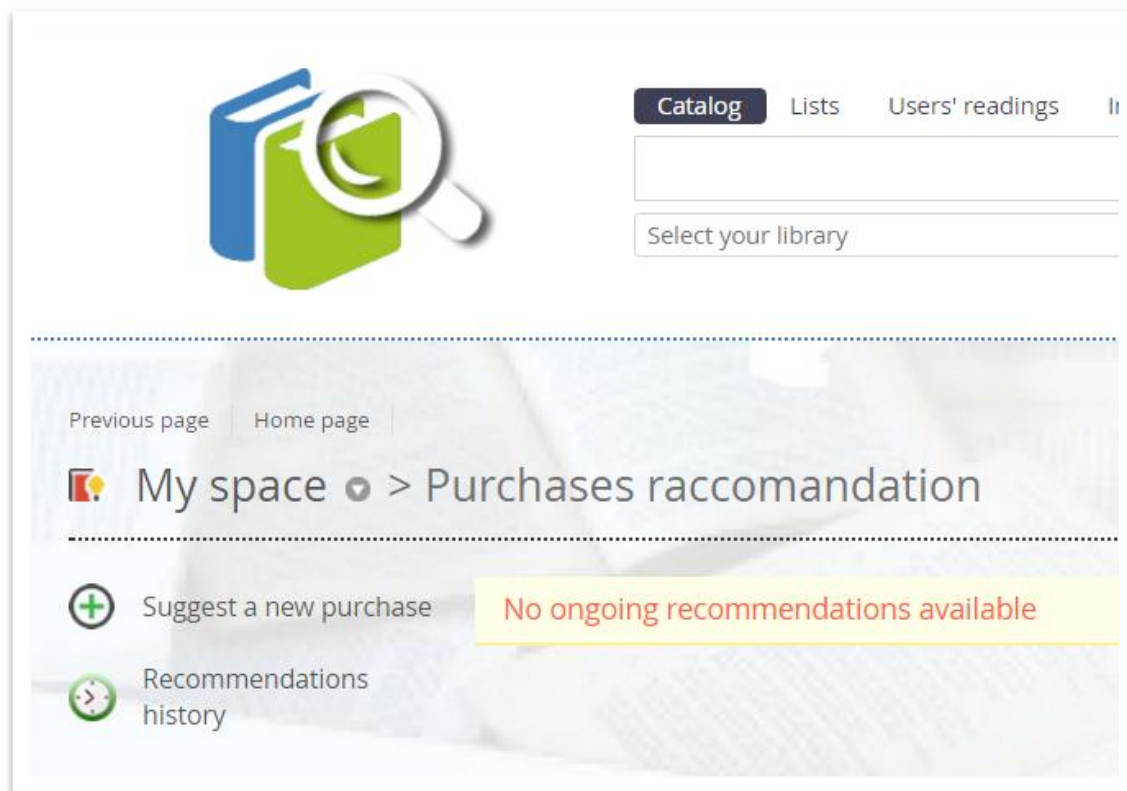


(it saves the records associated with the search).



# BIBL.ÌO

## MY SPACE: PURCHASES RECOMMENDATION



The screenshot shows the 'My Space' interface. At the top left is a logo of two books (one blue, one green) with a magnifying glass. To the right are navigation tabs: 'Catalog' (selected), 'Lists', and 'Users' readings'. Below the tabs is a search bar and a dropdown menu labeled 'Select your library'. A breadcrumb trail reads 'My space > Purchases raccomandation'. Below this, there are two options: 'Suggest a new purchase' with a plus icon, and 'Recommendations history' with a clock icon. A yellow banner across the 'Suggest a new purchase' option displays the message 'No ongoing recommendations available'.

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.

# BIBLIÒ

## THE DIGITAL LIBRARY ReteINDACO



The screenshot shows a web interface for the digital library. At the top, there is a green header with the text "Digital library". Below this, there is a vertical list of icons and labels: "eBook", "Video", "Film", "Audiolibri", and "Audioguide". To the right of this list is the "indaco rete" logo. At the bottom of the interface, there is a red link that says "What's ReteINDACO?" and a white box containing the "Primo Central" logo and the text "Risorse elettroniche".

**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.

# BIBLIÒ



## 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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# BIBLIÒ

Personalized Services and My Space

[English Version](#)

## INSTRUCTIONS FOR LOG IN AND ACCESS SERVICE

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[bibliotecadigitale@unimc.it](mailto:bibliotecadigitale@unimc.it)

