BIBL.ÌO
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.

# BIBL.ÌO
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).
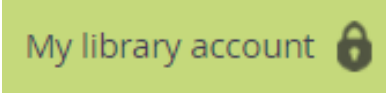
BIBL.ÌO
ACCESSING SERVICES
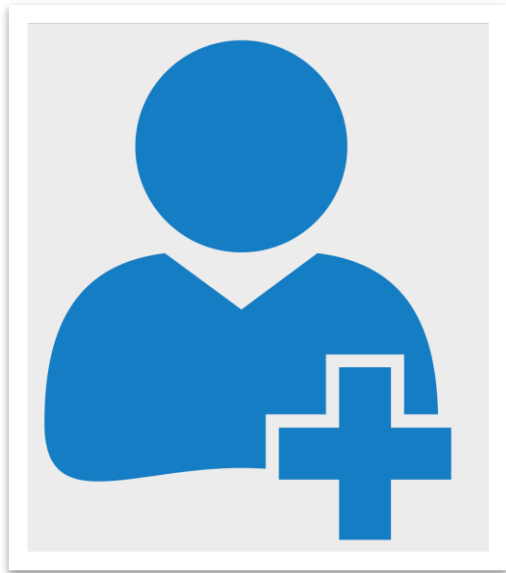
• In order to access the services, users must apply for a **user code** to the library staff**.**

• 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.
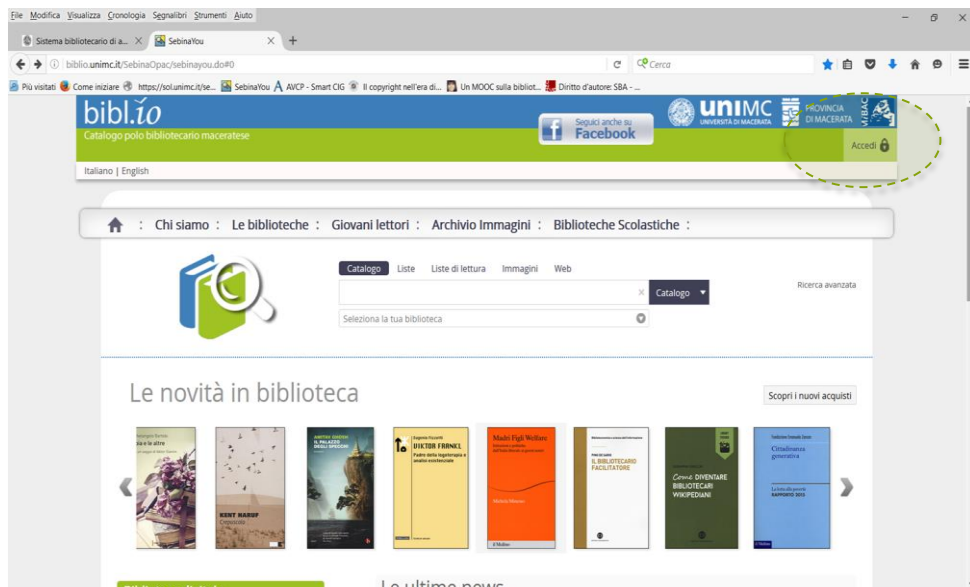
BIBL.ÌO
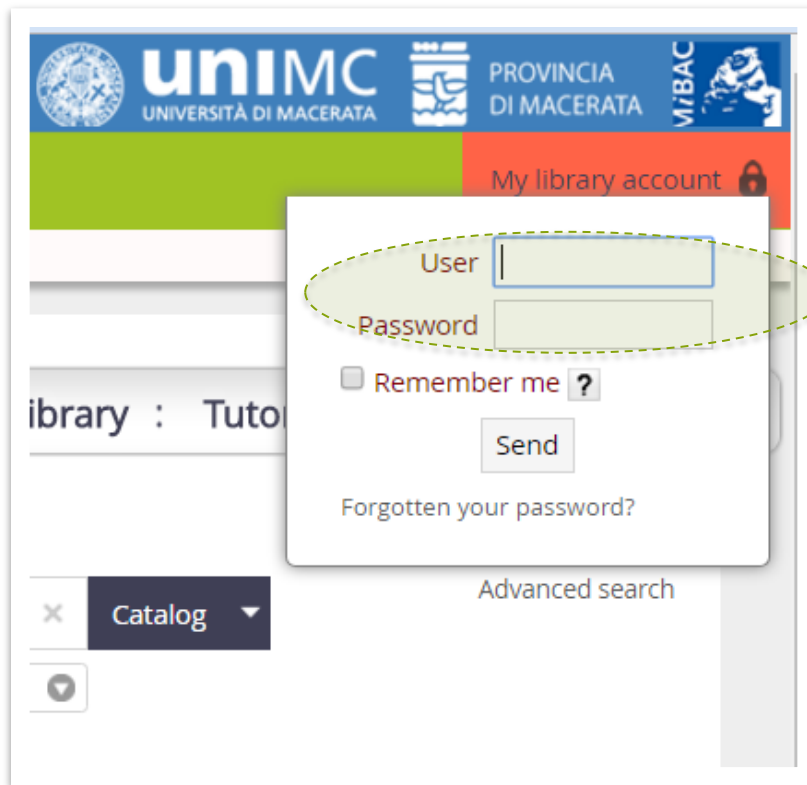# OPERATING THE PERSONALIZED AREA
(My Space)

To access the service users need to:

• Go to the portal: **biblio.unimc.it**

• Click on the top right access tab:

My library account 🔒

BIBL.ÌO
FIRST ACCESS

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.

BIBL.ÌO
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 | |

Change Clear Exit

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.

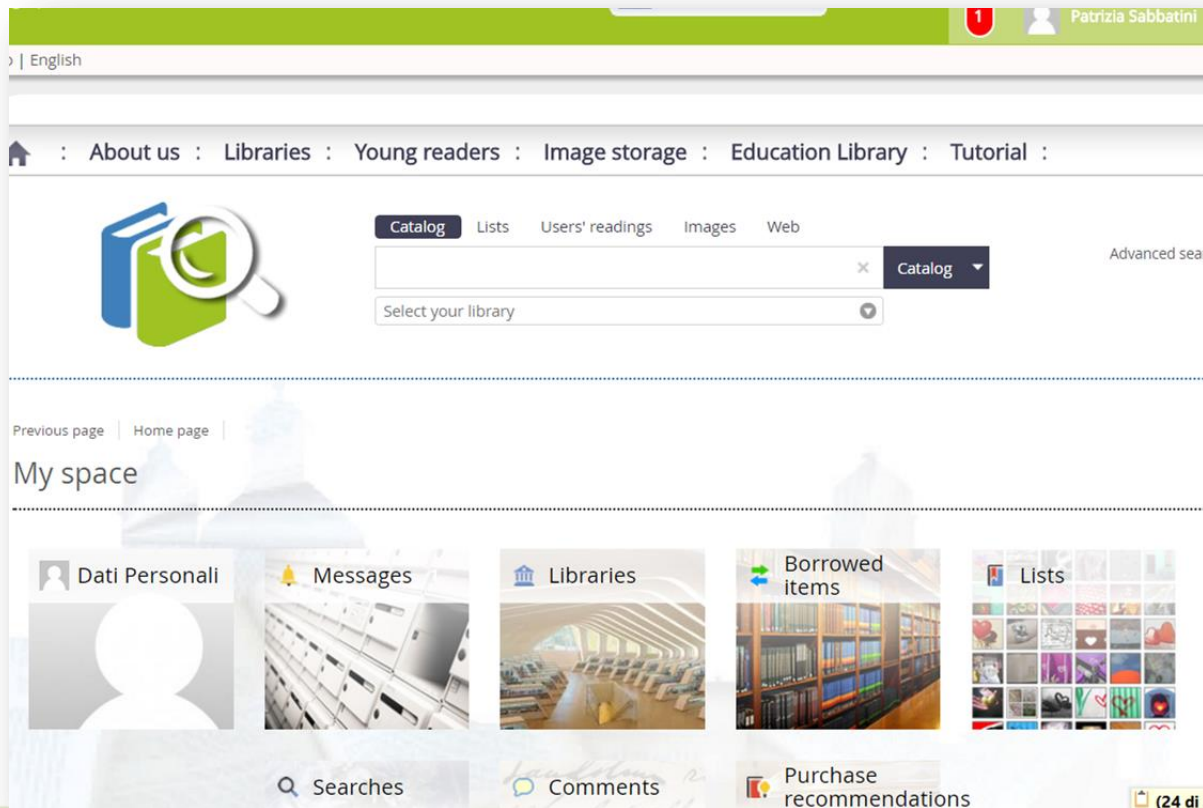# BIBL.ÌO
MY SPACE: ACCESS BAR AFTER LOGGING IN
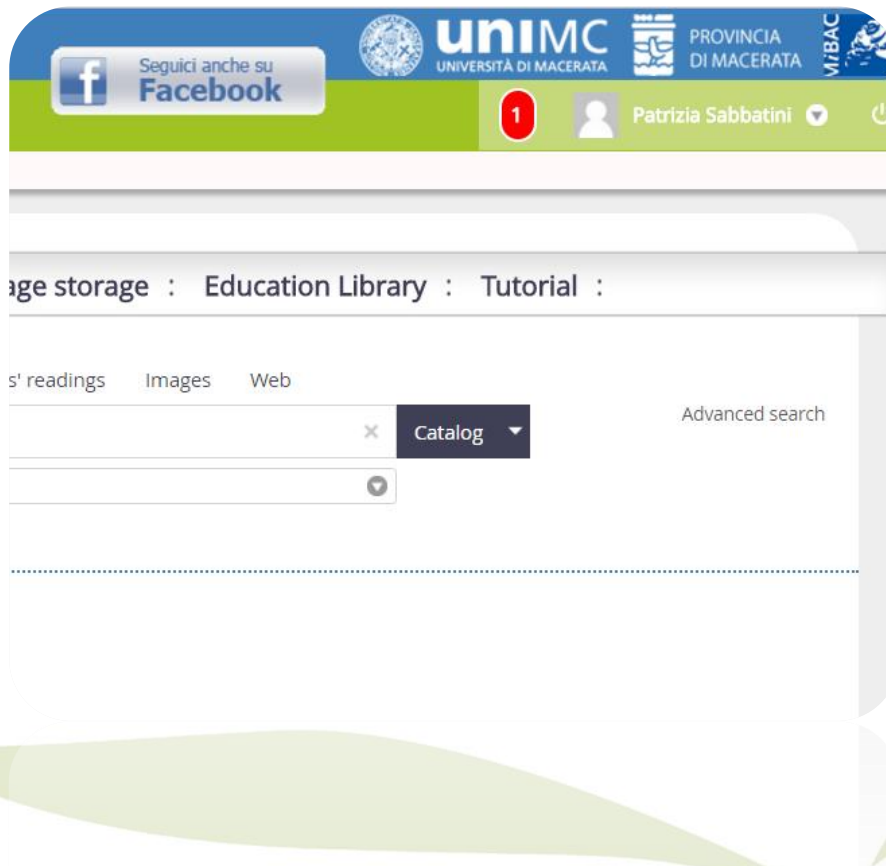
After logging in via the template top right tab, the access bar shows:

• 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).
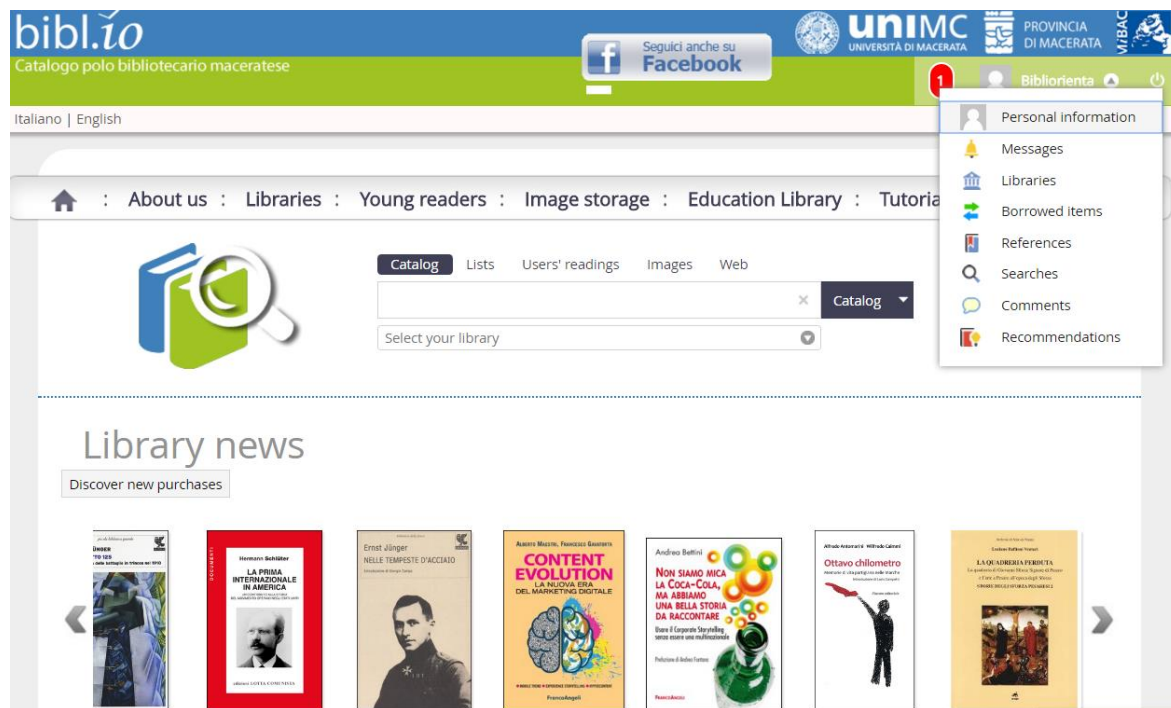
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MY SPACE : AVAILABLE SERVICES.

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.
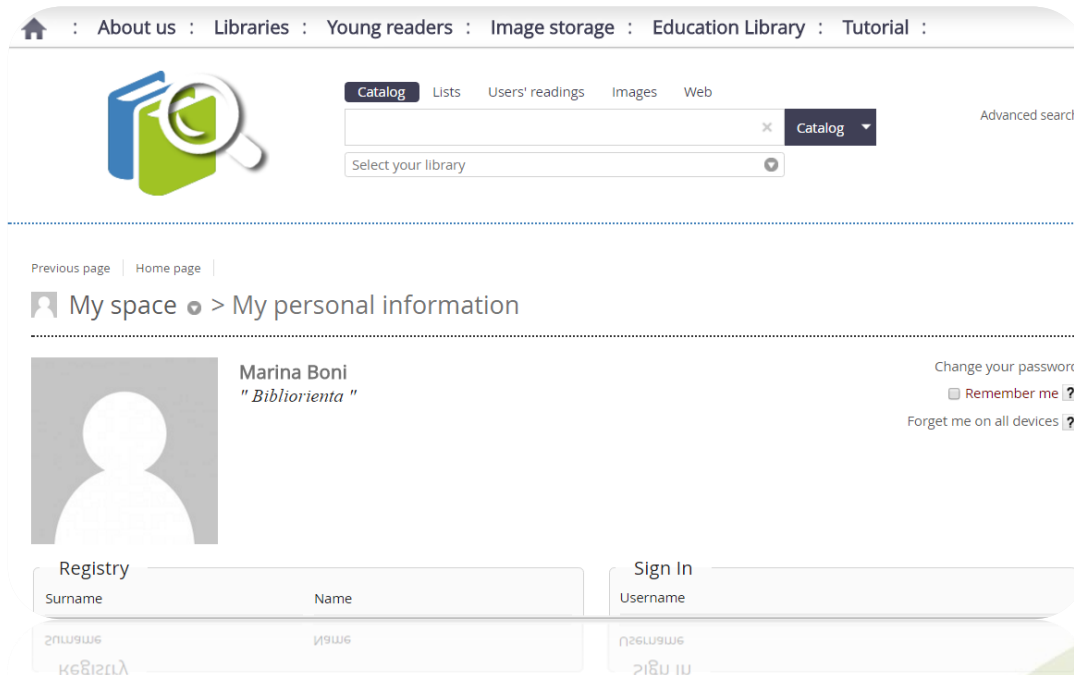
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MY SPACE: DROP DOWN MENU

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

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

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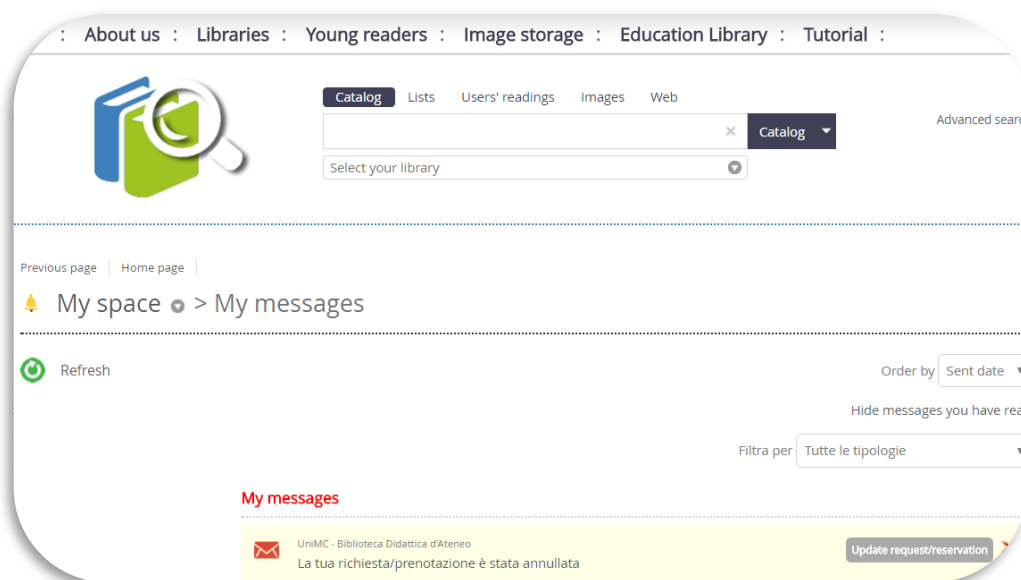
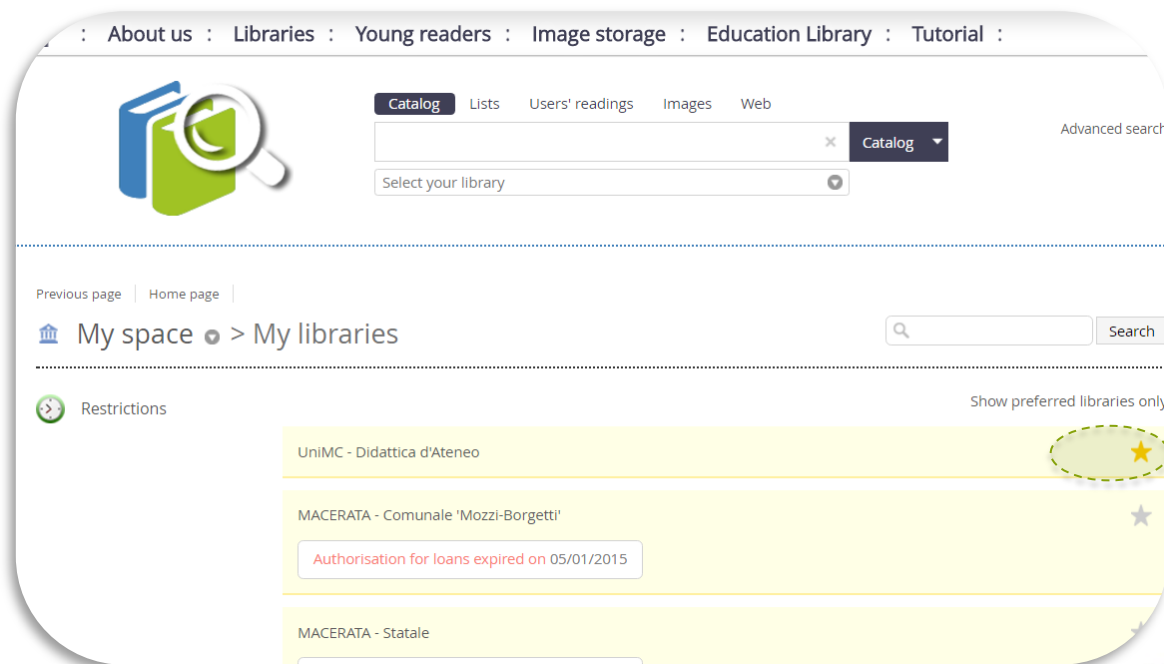The **messages section** includes automated messages sent in connection to book loan applications and reservations, notices and access details to digital resources made via the ReteINDACO network.

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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

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).

Previous page | Home page

⇄ My space ⊙ > Check outs and reserved items

⊙ Past   Current loans

⊟ Summary   Filter by All your requests ▾

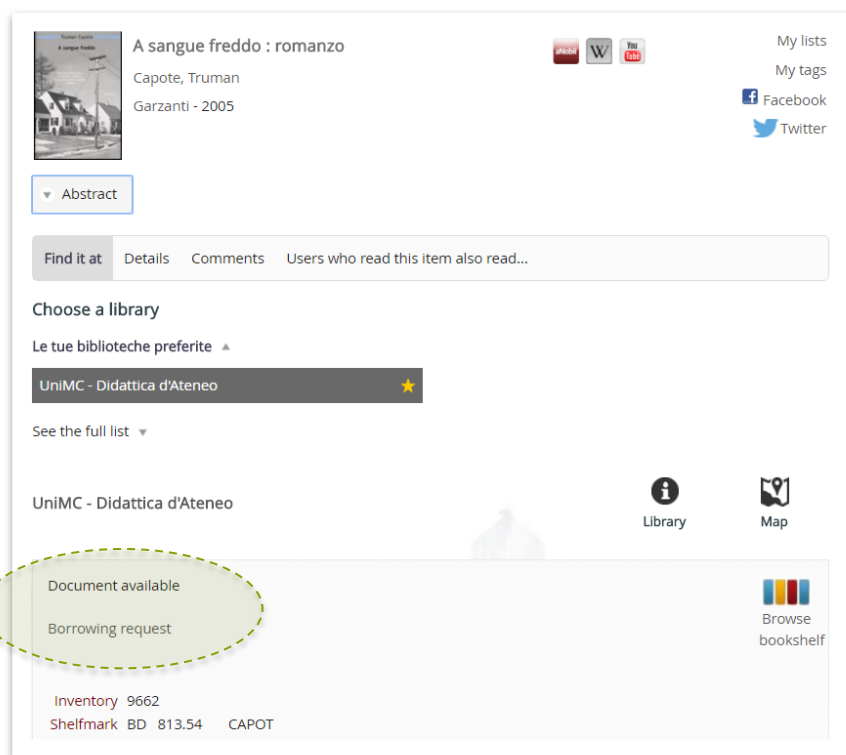⊙ Update   **Requested documents are available**

                                                    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

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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.
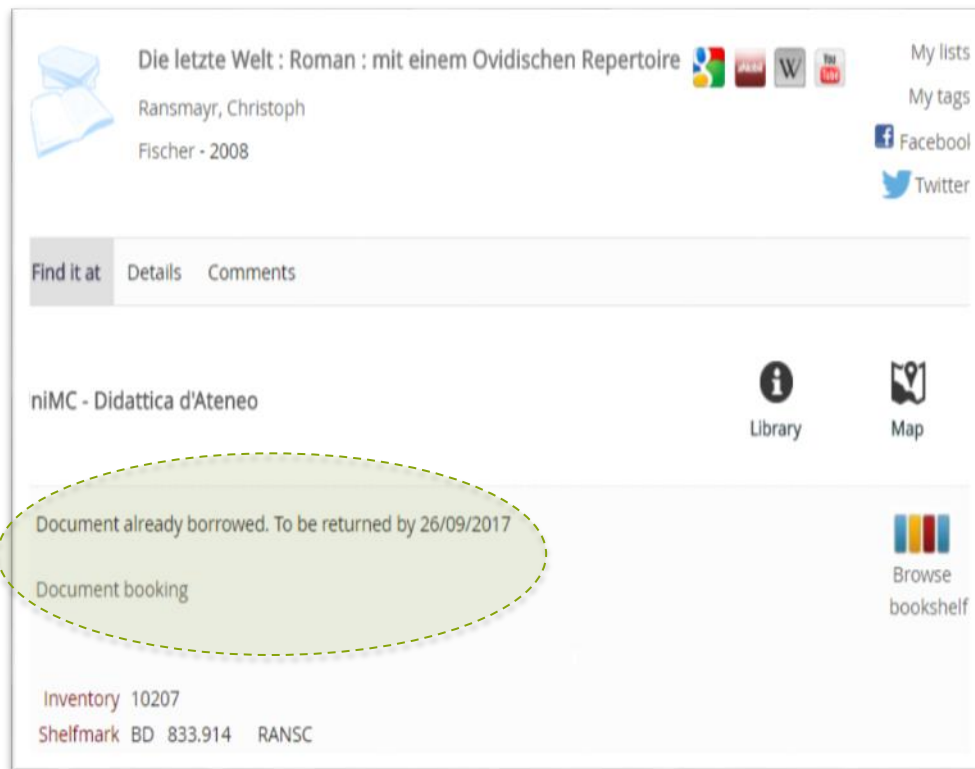
BIBL.ÌO
HOW TO SUBMIT A BOOK LOAN APPLICATION
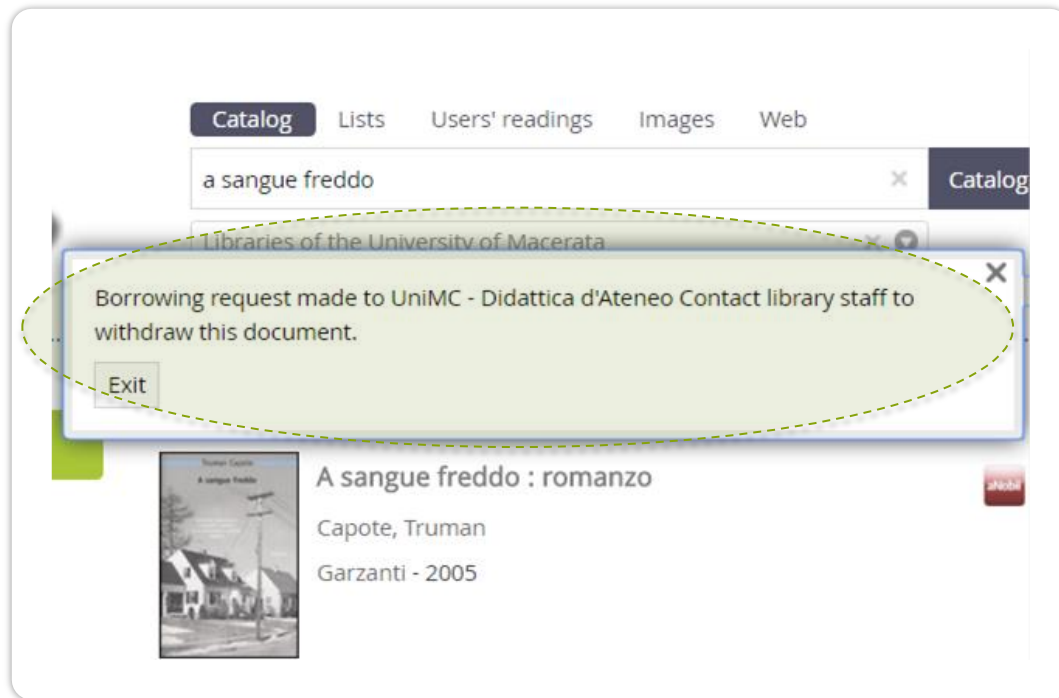
- A message will appear confirming the loan application has **been successfully submitted**.

- 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

- 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.
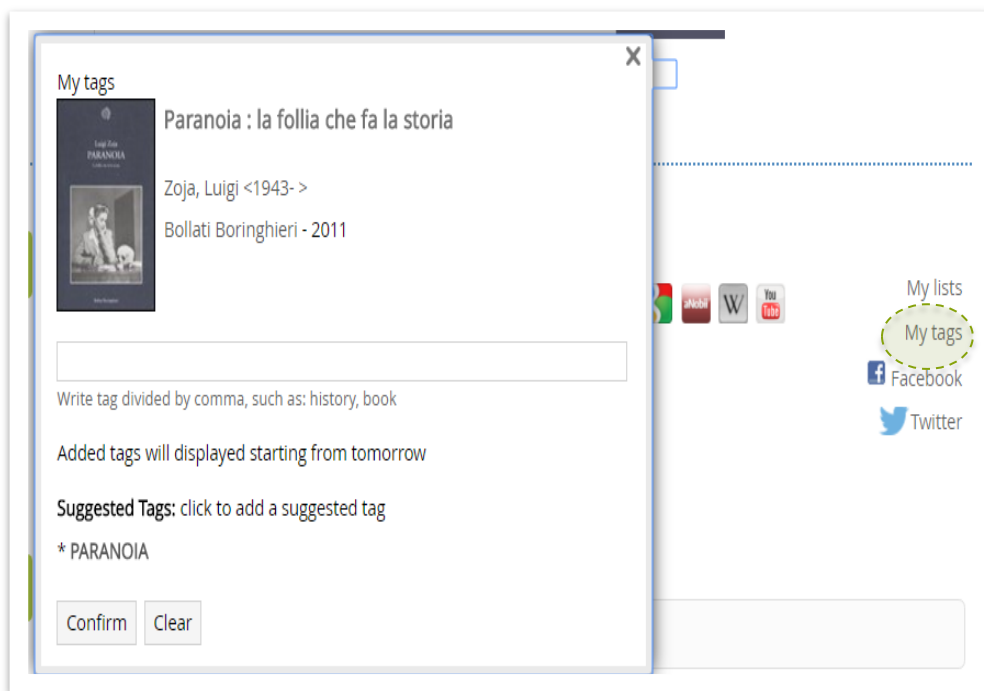
BIBL.ÌO
HOW TO WRITE AND POST A COMMENT

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

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
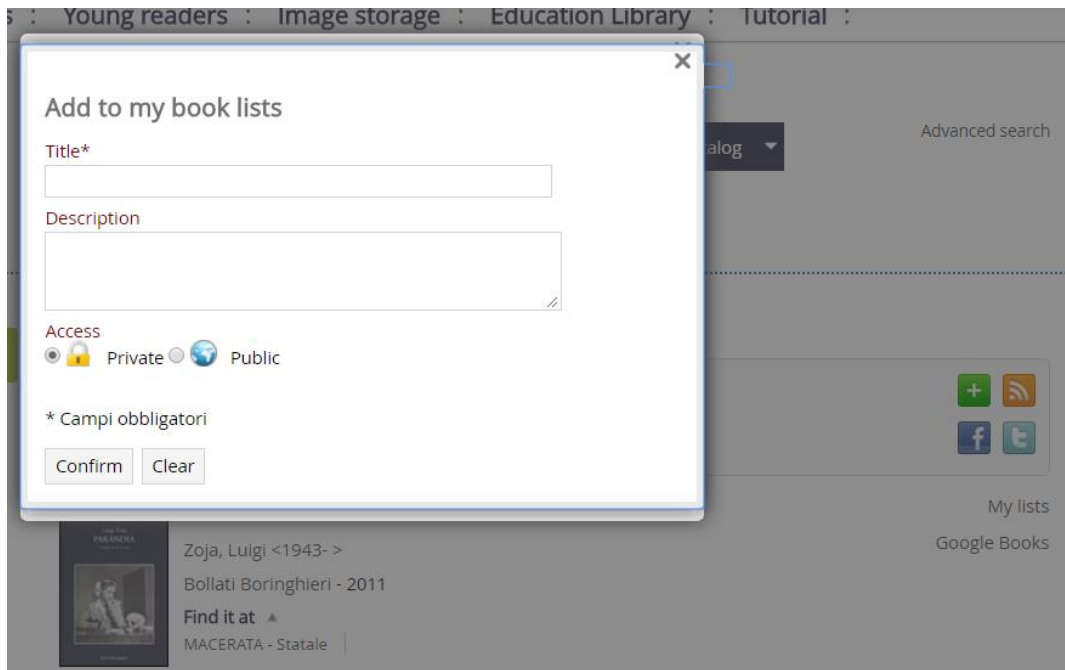

In the **lists section** users may access personalized reading lists files.

Users can view, modify, print and share the content of the lists via e-mail or social networks.

A **permalink** can be created too.
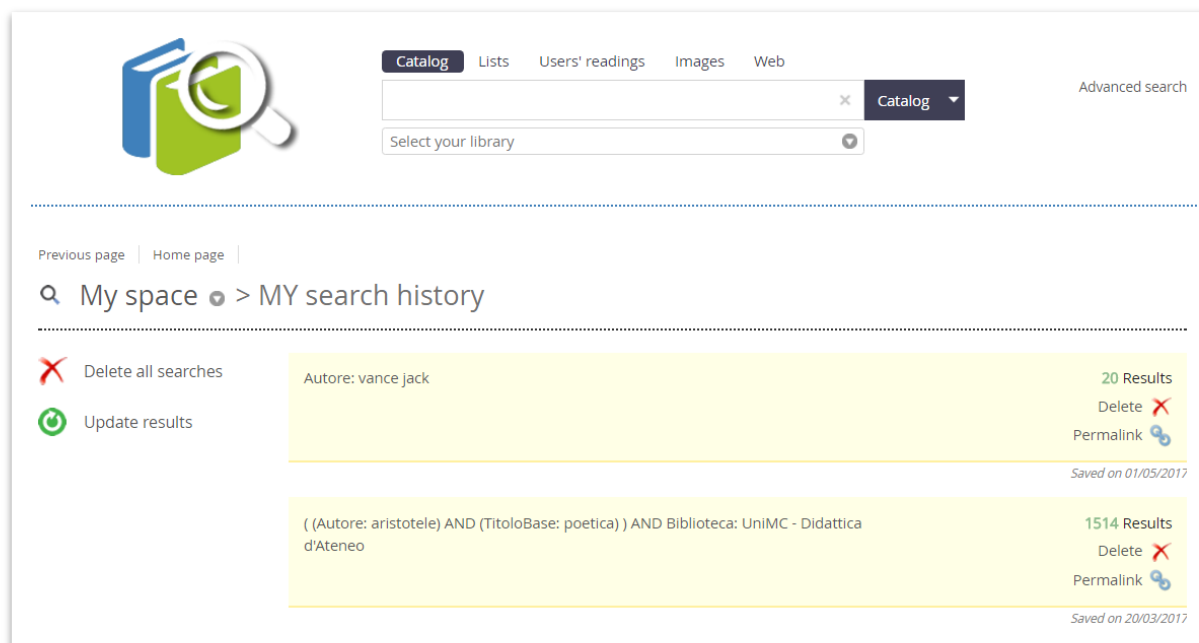
BIBL.ÌO
HOW TO GENERATE USER LISTS

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

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

It is possible to save a search in the personal space using the tag:
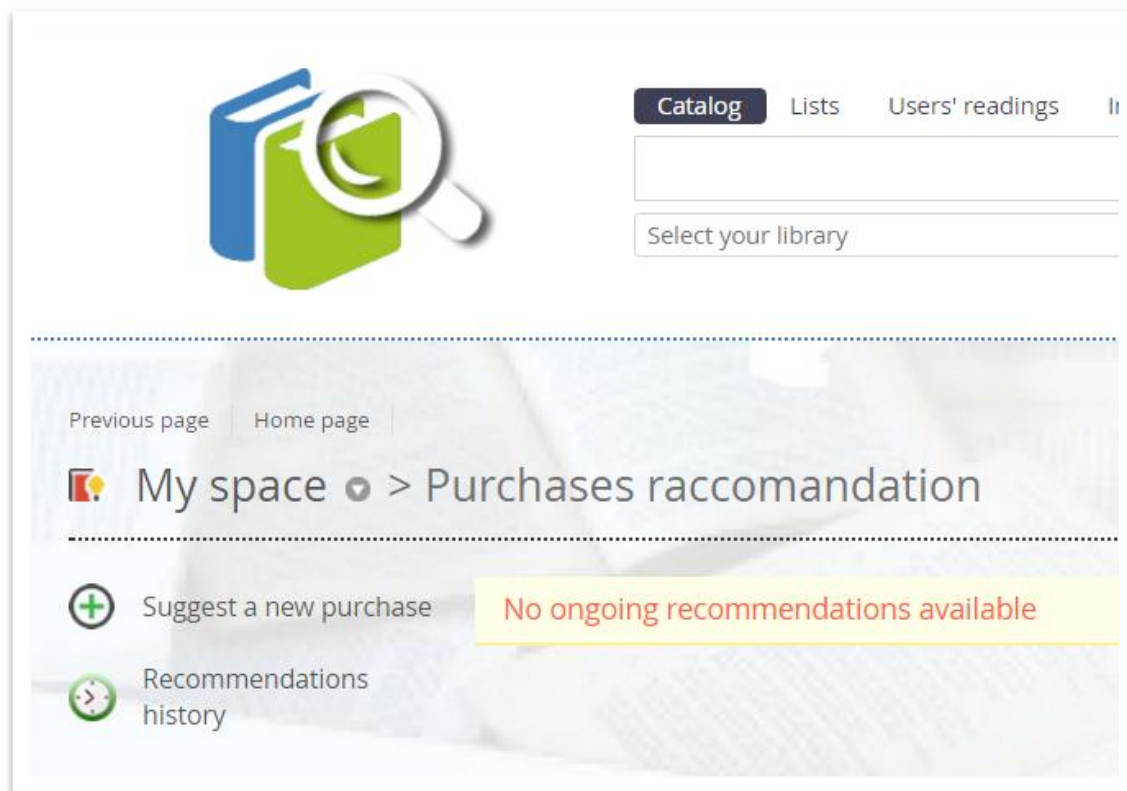
(it saves the records associated with the search).

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MY SPACE: PURCHASES RECCOMMENDATION

Catalog   Lists   Users' readings

Select your library

Previous page   Home page

My space ○ > Purchases raccomandation

⊕ Suggest a new purchase   No ongoing recommendations available

⊘ Recommendations history

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.

BIBL.ÌO
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.

Digital library

- eBook
- Video
- Film
- Audiolibri
- Audioguide

What's ReteINDACO?

Primo Central© - Risorse elettroniche

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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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English Version

INSTRUCTIONS FOR LOG IN AND ACCESS SERVICE

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