



# Stanborough School

## Staff and Students Booklet Help to Use Library Resources

### Contents

Contents.....	1
A. General Questions.....	2
1. How do I find the books I need? .....	2
2. I've found my books, how do I take them out? .....	3
B. Library Catalogue .....	3
3. Introduction to the Library Catalogue .....	3
3.1. Finding the Catalogue (MOL NET+) .....	3
3.2. The Home Page.....	4
3.3. My Account.....	4
4. Account setup .....	5
4.1. How to log into your user account? .....	5
4.2. How to register a username? .....	5
4.3. Username and password .....	5
4.4. When you forget your password .....	5
4.5. User profile .....	5
5. Searching the catalogue.....	5
5.1. Narrowing search results.....	6
6. Collections.....	6
7. Reservations.....	6

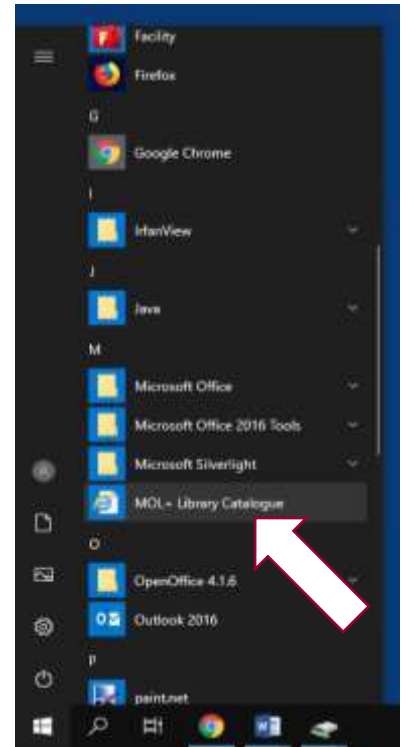
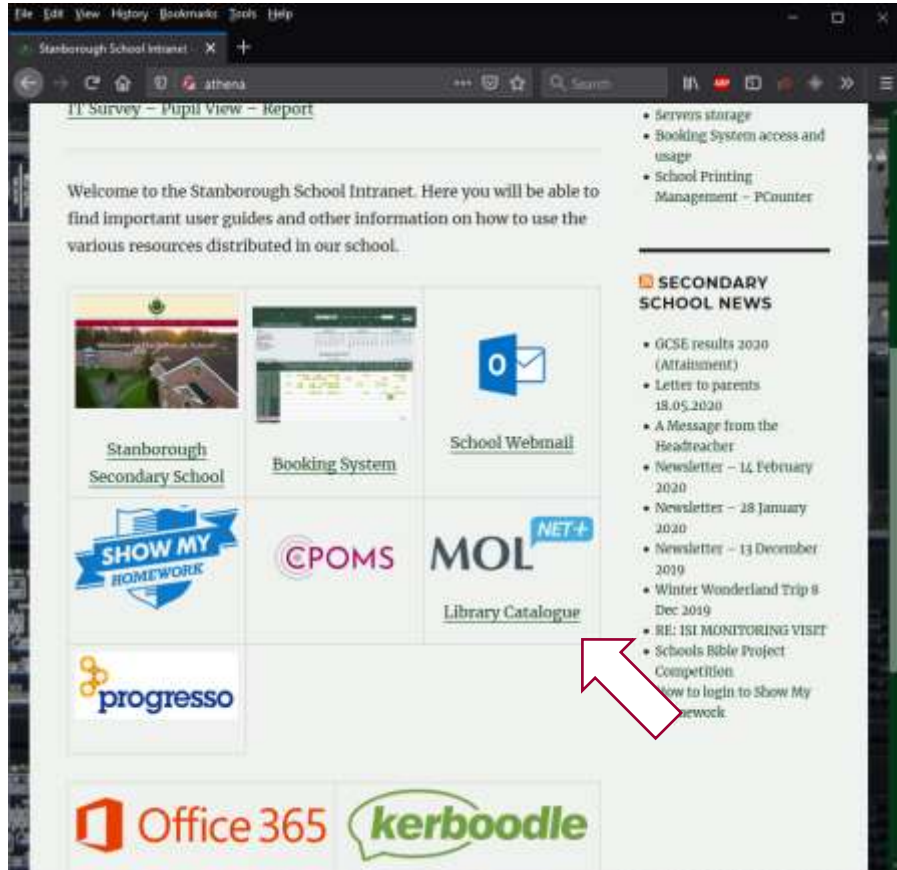
# A. General Questions

## 1. How do I find the books I need?

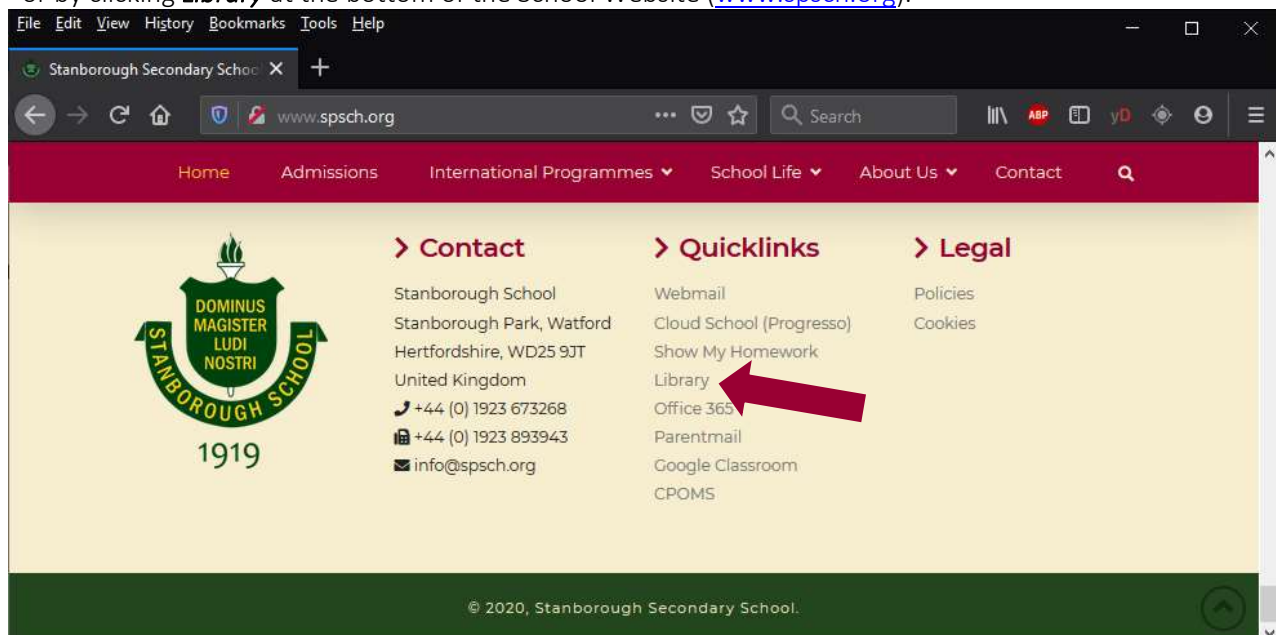
The key to finding books is to use the Library Catalogue (MOL NET+). It will tell you if we have a book or DVD, its code number and if it's available or already on loan to another customer.

You can access it from every computer inside the Library as follows :

Or from School Intranet page:



You can also access the School Library System from anywhere. Just go to the page: <https://spsch.lib.mol.pl/> or by clicking **Library** at the bottom of the School Website ([www.spsch.org](http://www.spsch.org)).



## 2. I've found my books, how do I take them out?

Once you have found the book you were looking for, take it to the front desk for the Librarian to scan the item's barcode. (Please read the Library Rules and Regulations for more detailed information on borrowing books).

The following items cannot be taken out of the Library:

- loan type: reference<sup>1</sup>
- new issues of journals

## B. Library Catalogue

### 3. Introduction to the Library Catalogue

The online library catalogue allows you to search through the catalogue and make reservations. You can also renew books that you have on loan before they become overdue.

The home page presents the [search](#) window and top-lists that contain popular items updated on daily basis.

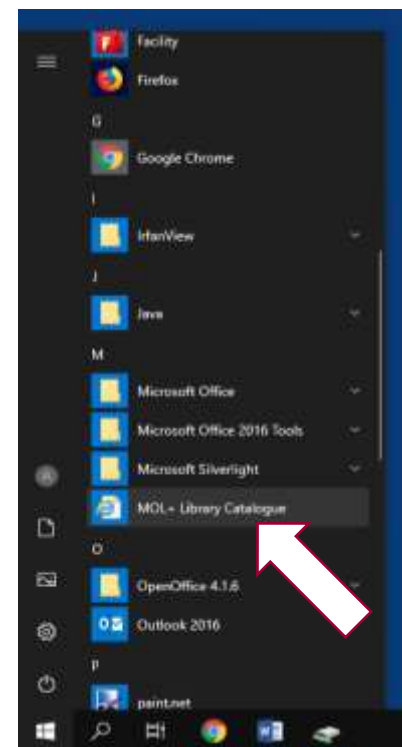
The Top navigation allows you to:

1. view [collections](#) created by the library,
2. run a short tutorial about the subpage you are on,
3. [log in](#),
4. change language.

Log in and gain access to more functions: My [profile](#) (contains archives and current loans, list of book overdue) and [reservations](#).

#### 3.1. Finding the Catalogue (MOL NET+)

The Library Catalogue is available in every computer inside the Library. To access to the Library Catalogue you need to log in with your school username and password; and then go to MOL NET+. It will be in the list of programs:

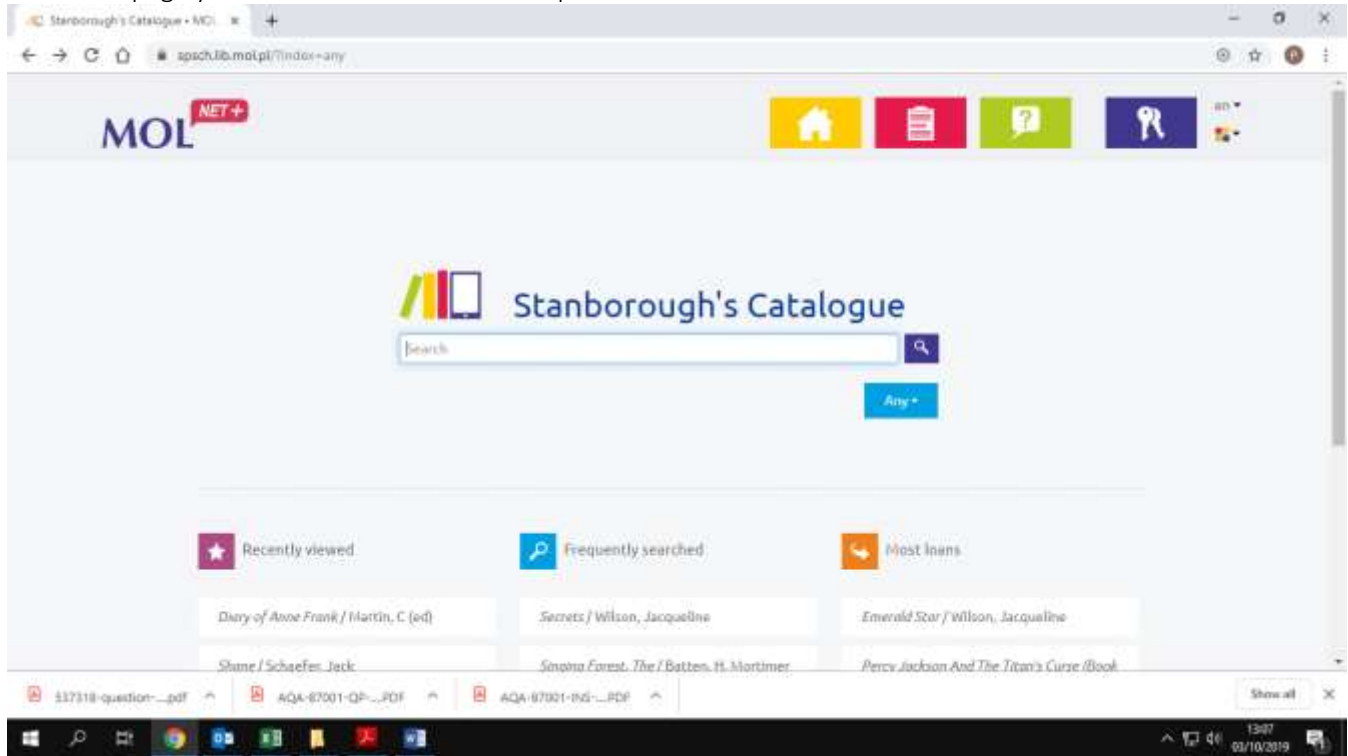


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<sup>1</sup> Teachers and staff members may take out reference books at the librarian discretion.

### 3.2. The Home Page


This is the page you will see when MOL NET+ opens.



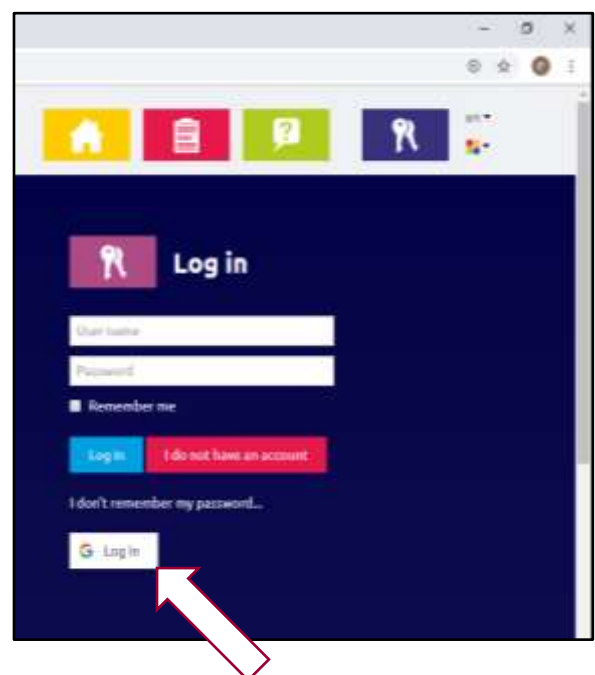
### 3.3. My Account

My Account is the borrower's individual space in which you can check loan information, review items, reserve resources, search for relevant project material available in the library and even renew any books before they become overdue. To login click the 'keys' icon at the top of the page as follows:




To log in, click  login and use your school username and password.

To create a unique login and password please check with the Librarian.



## 4. Account setup

### 4.1. How to log into your user account?

To log into your user account, you must have a registered username **or** you can use  login with your school username and password.

### 4.2. How to register a username?

First of all you need to have the registration code. You can obtain the code from the **librarian** to your email address or get it printed for you.

- If the library has your email, you can receive a link in a message that will take you directly to the registration form.
- If you receive the printed code, you can open the registration form by clicking the "Log in" button and then "I do not have an account" button. There you will have to type in the registration code manually.

On the form you enter your username, password and registration code.

### 4.3. Username and password

The username can be any word. Choose carefully - you will not be able to change it later. On the other hand you can change your password at any time. To change your password click on the "Your account" icon and go to the "Profile" tab.

### 4.4. When you forget your password

If you forget your password, click on "I don't remember my password..." on the login screen, then enter your username and click "Get reset code". The system will send you the code to the email address associated with your patron's account. If you don't have an e-mail stored in the library's data you will have to get the code directly from a librarian.

### 4.5. User profile

"Your account" gathers all information concerning your library account. You can only access it after logging in.

"Your account" presents the following information:

- Profile – your personal data
- Loans – your current loans
- Overdues – your current overdues
- Reservations – your current reservations
- Loan history – list of all loans you have ever had

## 5. Searching the catalogue

Searching the online catalogue is in many ways similar to Google search. This is a single window search with hints functionality. Hit search button or push "Enter" to start searching. Choosing one of the hints will start search automatically.

You can narrow search results before hitting "Search" by choosing one of the search areas: "Any", "Author", "Title" or "Subject" presented on the right side of the search button.

You can narrow search results after obtaining search results by using facets located on the left side of the results.

If you run search without entering any key word, the system will present all of the library catalogue.

### 5.1. Narrowing search results

The Library catalogue allows you to narrow search results by using facets (filters). Facets are:

- Type of document
- Author
- Subject
- Publisher
- Publication date

You can use as many facets as you want to properly narrow your results. Facets you used will be shown above the result list.

Number presented next to a facet name is a number of titles matching this filter.

Click "More" under a facet to see more of its values.

## 6. Collections

A Collection is a list of books, films, audio books etc. concerning one common subject, for example: Japanese Culture. Collections are prepared and published in the online catalogue by the librarian.

In order to view a collection, simply click on its name. A long list will be presented on few pages. You can navigate between those pages using "Next" and "Previous" buttons or by selecting a specific page number.

Click on a specific title in order to read the details or make a reservation.

## 7. Reservations

How to make a reservation?

1. Log in.
2. Search for the title you are interested in.
3. Click on the title in the result list.
4. Check if it is what you wanted.
5. Scroll to the bottom of the page where reservation buttons are located.

Reservation button will be visible to you only if the library enabled this functionality and nobody loaned this specific item.

Reservation status and expiration date will be visible in your profile in "Reservation" tab.