**INSTRUCTIONS FOR ORDERING BOOKS**

1. Go to the website: [www.wsb.edu.pl/biblioteka](http://www.wsb.edu.pl/biblioteka).
2. In the left menu select the tab **Katalog on-line/
On-line catalog**.
3. At the top of the website use the **Menu** to select the English language – click Polski and then change the language.
4. In the upper right corner choose **Profile,** then **Log in** and input your **ID** and **password**.
5. Search the Catalog for the item you are interested in, then click on **Details** to view the description



1. If a book is loanable and available, click **Request.** Requests go to your **Requests cart.**



1. If an item is available on-site only, it means that you can use this book only in the Reading room.
2. Repeat steps 5 and 6 with all books which you want to order – **Continue browsing.** When you have all needed books in the cart choose **Go to the request cart.**



1. Accept your order by clicking **Confirm request**.



**ATTENTION! If you skip Confirm request, the given order will not reach the Library and will not be processed by the employee.**

1. If the procedure is performed correctly, the order is processed within the specified time and the **book is waiting for collection for 3 days**.
2. After this period, the system will automatically cancel the ordered books from the Reader's account, giving the possibility of re-ordering.
3. At the same time, the reader receives by e-mail all information about the status of the ordered book. You can check the status of the implementation by going to your account in the **Ordered documents** tab.