**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 bookmark **„Katalog on-line /
On-line catalog”.**
3. Select the English version (in the upper right corner).
4. In the upper right corner choose **Profile,** then **Log in** and input your ID and password.
5. Search in main window book, which you are interested in. You could search by title, author or topic.



1. Choose title from the list. If book is loanable and available, click **“Request”.** Requests going to your **Requests cart.**



1. If item is available on-site only, mean that you can use it in reading room.
2. Repeat steps 5-6 with all books which you want order. In window choose **Continue browsing.** When you have all needed books in cart choose **Go to the request cart.**



1. Accept your your order by the button **„Confirm request”.**



**ATTENTION!** Skip step **„Confirm request”** make that order doesn’t arrive to library system.

1. The book must be picked up in **3 days.**

After this time, the system will automatically cancels the ordered books.

1. Ordered books are ready to take in 15-45 minutes.

**INSTRUCTIONS FOR RENEWING BOOK**

1. Repeat steps 1-4 by Instruction for ordering books.
2. Select **ID XXXXX** in right upper corner.



1. Select bookmark **„Renewable items”**



1. Then select items that you want to renew and accept by **“Renew”**.

**ATTENTION!** You can’t renew books if:

* time for return has been exceeded,
* item has been reserved,
* limit for renew has been exceeded.

**INSTRUCTIONS FOR RESERVING BOOK**

1. Repeat steps 1-4 by Instruction for ordering books.
2. Search in catalog book, which you are interested in. If item is lent by other student, click button **Book,** then **Any items.**



1. **Reservation queue** inform you how many people before you reserved this book and in which order you are.
2. Accept expiry date of reservation by **Confirm**.



1. When book will be returned, system will inform you by e-mail.
2. The book must be picked up in **3 days.**