

PROLIB INTEGRO

CATALOG GUIDE

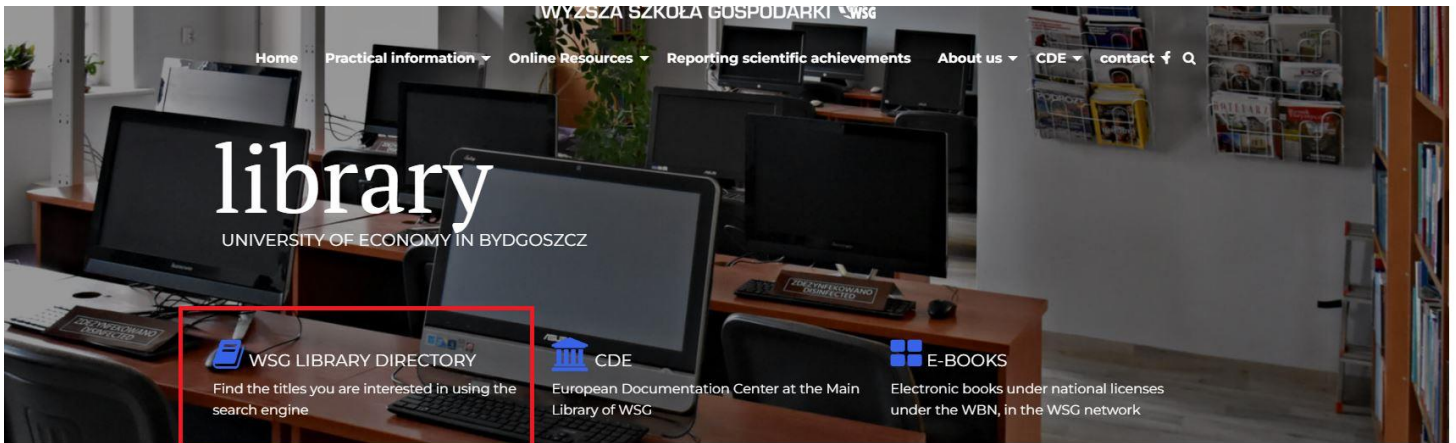


BYDGOSZCZ

**WSG UNIVERSITY**

ENTERPRISE OF KNOWLEDGE

<http://biblioteka.wsg.byd.pl/>



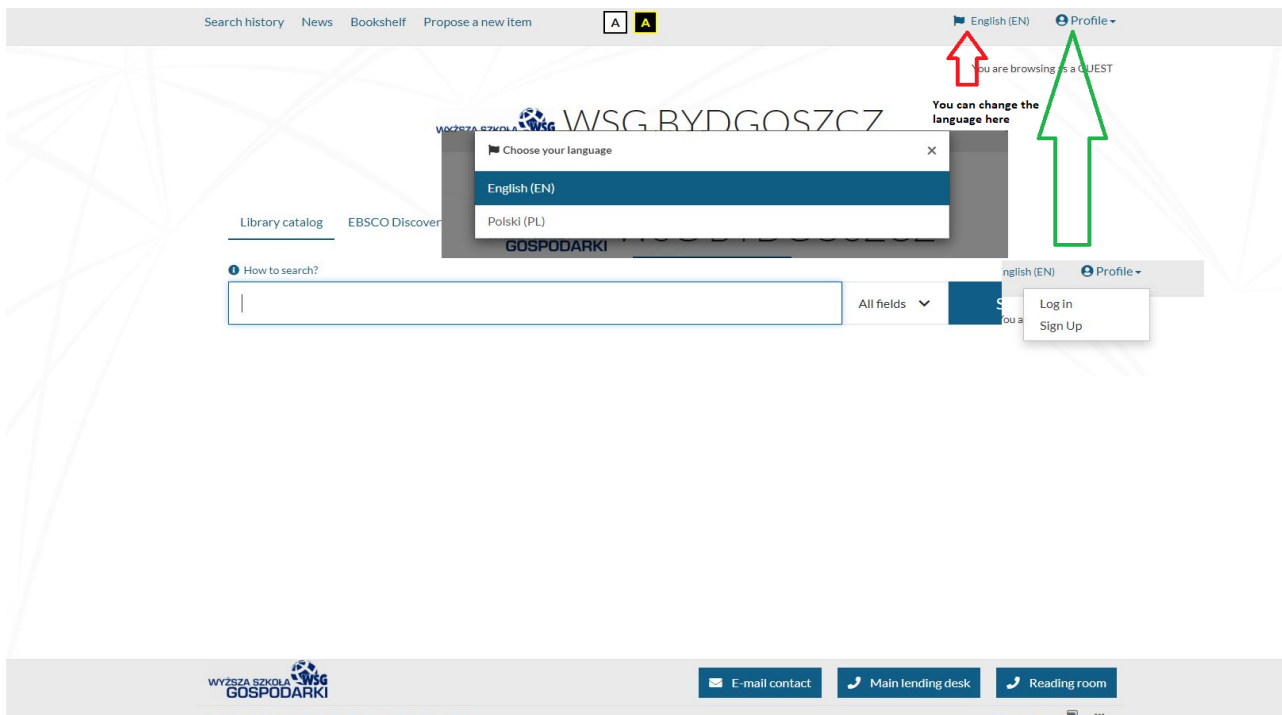
### Books. Journals. Electronic collections

The Main Library of WSG collects books, magazines and special collections, such as audiovisual, sound, electronic, cartographic and standardization documents. We encourage you to follow the news. In addition to the book collection

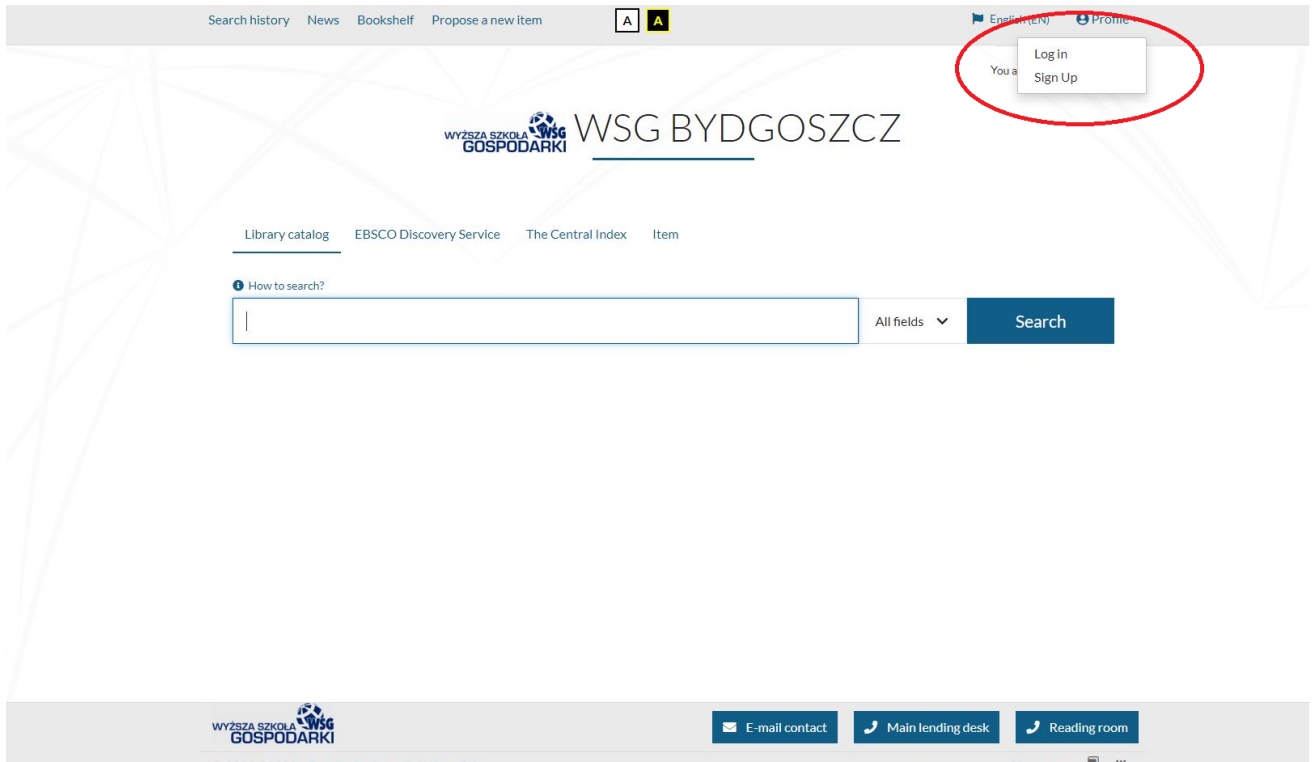
documents related to the functioning of the European Union. In March 2007, the European Documentation Center at the Main Library of the University of Gdańsk was officially opened, i.e. a library that collects and makes available publications issued by EU institutions.

<https://integro.wsg.byd.pl/catalog>

- You can search in catalogue without log in
- If you want borrow a book, you need to log in
- If you do not have an account, register online or in one of the WSG Libraries

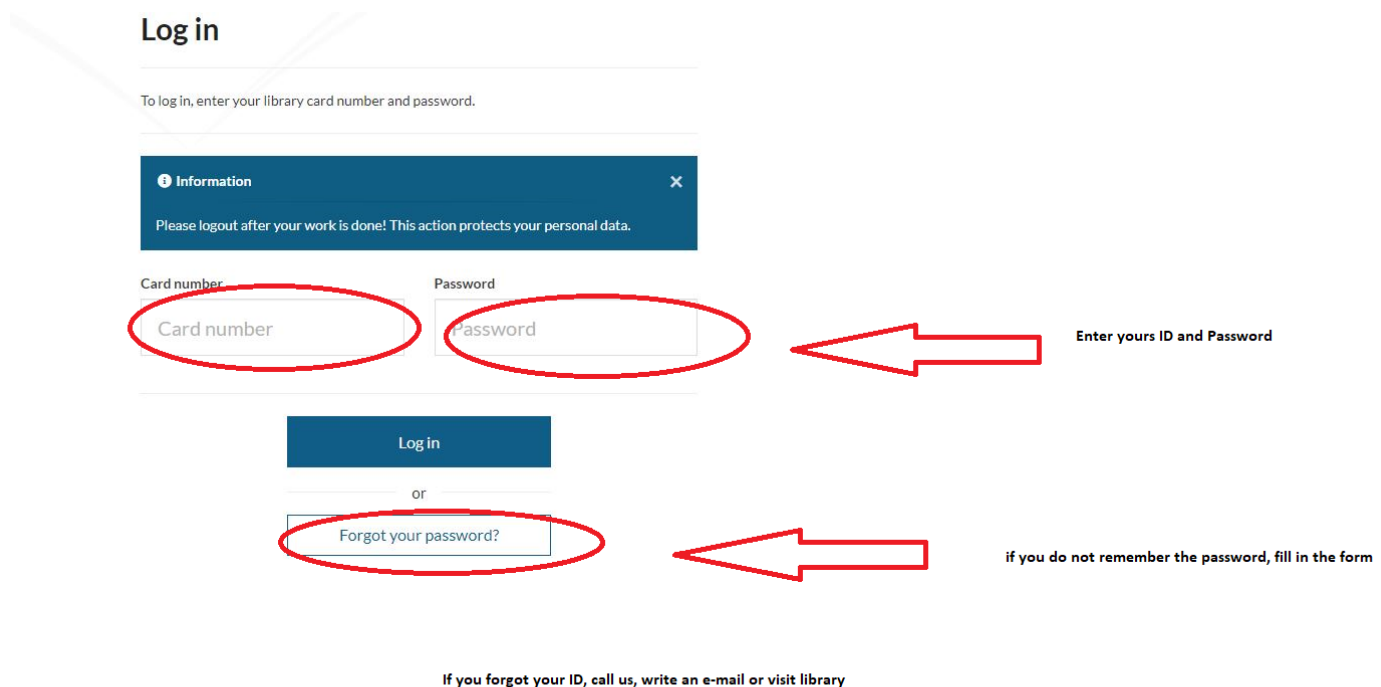


# SIGN UP



- Press button *Sign Up*
- Fill in the form
- To activate your account within 14 days, call us, write an e-mail or visit the Library

# LOG IN



# SEARCHING BY INDEX

Search history News Bookshelf Propose a new item A A English (EN) Profile

You are browsing as a GUEST

WYŻSZA SZKOŁA GOSPODARKI WSG BYDGOSZCZ

Library catalog EBSCO Discovery Service The Central Index Item

How to search?

All fields Search

Click here to view all indexes. After selecting the index and entering the phrase, confirm your search.

Choose an search index

- All fields
- Subject
- Title
- Author

Search by subject keyword.

Dictionary suggestions appear in these indexes.

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# SEARCHING BY ITEM

Search history News Bookshelf Propose a new item A A English (EN) Profile

You are browsing as a GUEST

WYŻSZA SZKOŁA GOSPODARKI WSG BYDGOSZCZ

Library catalog EBSCO Discovery Service The Central Index **Item**

How to search?

All fields Search

1. Click here.

2. Expand the indexes.

3. If you are searching for "by item" enter the number, if "by beginning call number" enter its beginning - English books can be found under WD/ENG.

2.

Search by items

All

Search

3.

Search by items

Search by items

Search by beginning call number

Search

# SEARCH HELP

Search history News Bookshelf Propose a new item

English (EN) Profile

WYŻSZA SZKOŁA WSG GOSPODARKI WSG BY

Library catalog EBSCO Discovery Service The Central Index Item

**How to search?**

If you do not know which search strategy to choose, you can use the hints available in the "How to search?" Button.

**Search guidelines**

Results may vary depending on the selected search index, so set it according to your needs.

You can affect the results of the search using the following guidelines:

**Quotation marks:**

The use of quotation marks forces search for exact phrases, for example, "simple story". In addition, using the ~ character, you can specify the maximum distance between each words, for example, "simple story"~5 - search for "simple story" within 5 words from each other.

**Wildcard matching:**

Use wildcards if you do not remember the exact phrase that you want to search.

- wea? will return results for both words weak and wear
- analy\* will return results, for example, analysis, analytical, analyze

Wildcard can be used at the end or in the middle of a word.

**Boolean operators:**

- AND, e.g., simple AND story will return results for both words,
- OR, e.g., simple OR story will return results that contain at least one of that words
- NOT, e.g., simple NOT story will return results that contain word simple but do not contain word story

We may also use logical operators in more complex query, for example, (simple OR science) NOT chemistry will return results for words simple or science, but do not contain the word chemistry.

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# SEARCH RESULTS 1.

WYŻSZA SZKOŁA WSG GOSPODARKI

\* All fields Search You are browsing as a GUEST

Search history News Bookshelf Propose a new item

You search for a phrase "\*" according to the criterion: All fields

Data source

|                         |          |
|-------------------------|----------|
| Library catalog         | 38718    |
| EBSCO Discovery Service | 56283011 |
| The Central Index       | 3656400  |

Department ✓

Item Type ✓

Publication Year ✓

Author ✓

Subject ✓

Shelving location ✓

Language ✓

Location ✓

Internal classification ✓

Content type ✓

Media type ✓

Carrier type ✓

Showing 1-10 from 38718 results

Action Records on page Relevance

1. Number of found items.

2. You can sort the search results.

3. You can expand the search options.

1. Title: Menedżer przełomu wieków.

Authors: Smoleński Stanisław

Subject: menedżerowie - podręcznik akademicki, zarządzanie - podręcznik akademicki.

Publication Year: 1999

Publisher: Bydgoszcz: Oficyna Wydawnicza Ośrodka Postępu Organizacyjnego

Books

2. Title: Menedżer przełomu wieków.

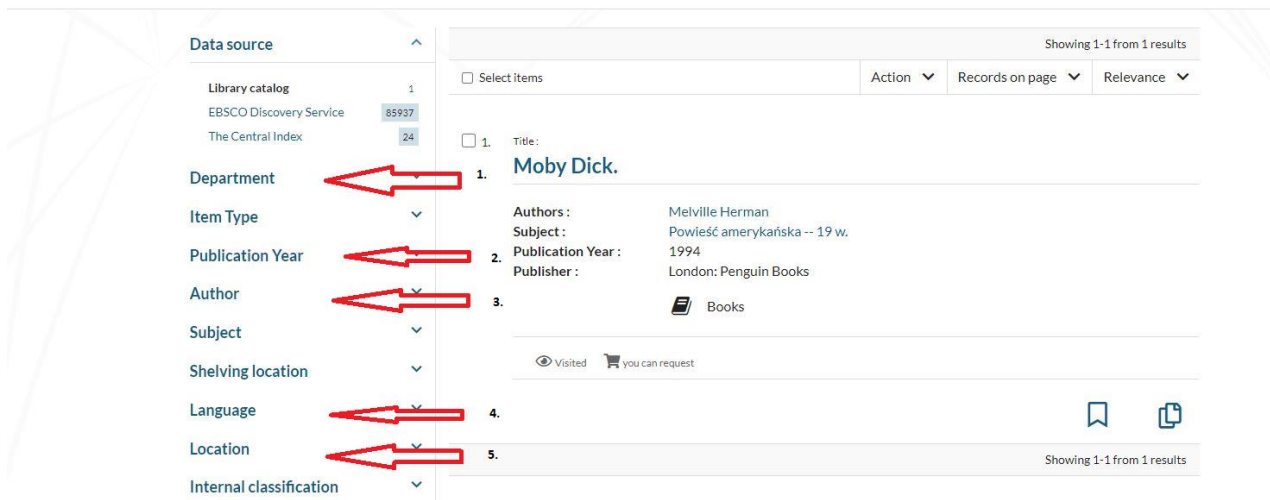
Authors: Smoleński Stanisław

Subject: menedżerowie - podręcznik akademicki, zarządzanie - podręcznik akademicki.

Publication Year: 1999

# SEARCH RESULTS 2.

You can refine your search results by selecting the appropriate filters.



1. Information on the location of the document. There are more items here for ordering between branches.
2. Publication year.
3. Author.
4. Language.
5. Location - - useful for books in the Main Library, where, in addition to Free and Warehouse, books are divided into Thematic Libraries, European Documentation Center and others.

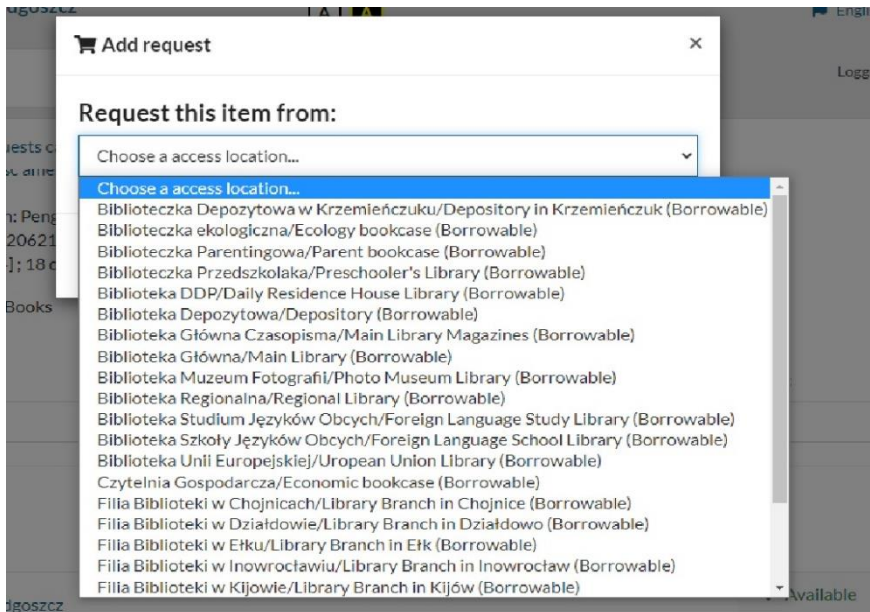
# ORDERING A BOOK

The screenshot shows a library search interface. On the left is a sidebar with filter categories: Data source, Department, Item Type, Publication Year, Author, Subject, Shelving location, Language, Location, and Internal classification. The main area displays search results for 'Moby Dick'. The title 'Moby Dick.' is circled in red. Below the title, the following details are listed: Author: Melville Herman, Subject: Powieść amerykańska -- 19 w., Publication Year: 1994, and Publisher: London: Penguin Books. There is also a 'Books' icon. At the bottom right of the result card, there are icons for 'Visited' and 'you can request'. The page indicates 'Showing 1-1 from 1 results'.

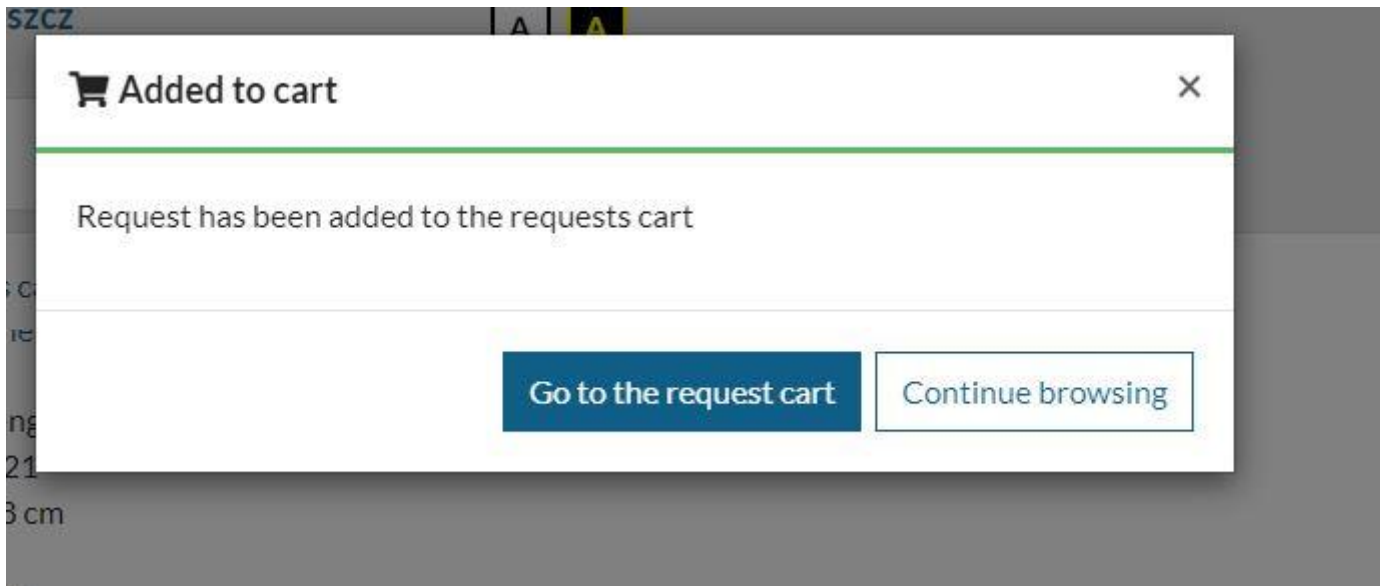
After searching for a specific title, click on its title - you will stay redirected to the details of a select item.

The screenshot shows the details page for the book 'Moby Dick'. At the top, there are three input fields: 'Shelving location:' with 'Kampus WSG', 'Location:' with 'Biblioteka Główna/Main Library', and 'Lending department:' with 'All'. Below these is the 'Loanable items' section. It lists the following information: Library: WSG Bydgoszcz, Location: Biblioteka Główna/Main Library, Call number: BG WD/ENG, Inventory number: KG 31205, Shelving location: Kampus WSG/Main Library, Condition: nowa, List of possible branches and departments: Show list, Time: 365 days, Call number (without location): WD/ENG. On the right side, there is a status indicator '✓ Available', a 'Check the status' link, and a 'Request' button with a shopping cart icon, which is circled in red.

In the description details, after scrolling the page, there is the "Order" button - if the document is available. To order, just click.



At this point, you have to select the branch to which the order is to be delivered.



After pressing the "Order" button, such a message will appear - if that's all "Go to the request cart", if you are looking for anything else, "Continue browsing".



Select items 1.

Title of the item

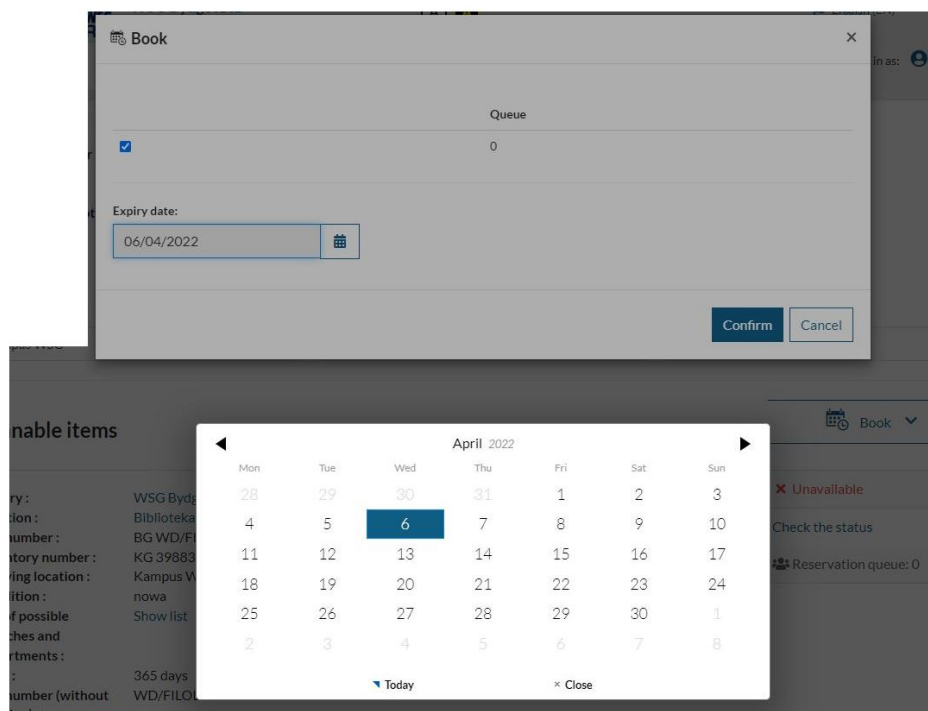
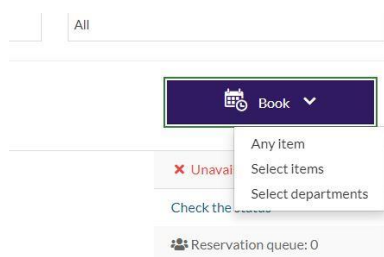
**Moby Dick. / Herman Melville - London: Penguin Books, 1994.**Access location: Biblioteka Główna/Main Library (Borrowable)  
Availability date: 07/02/2022

Cancel request

Confirm request

- Send your order and it's ready. Books ordered from the same branch where he has to be picked up, they should be ready within an hour. Those that need to be sent between branches, need a few days (depending on shipping method but then the library employee will inform the User on an ongoing basis).
- Collect your order within 7 days, otherwise it will be canceled

## BOOK RESERVATION

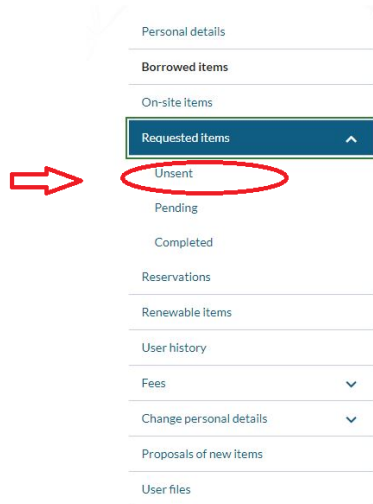


- A book that is borrowed by another user can be reserved.
- In this case, there will be information in the description details "Unavailable" and the only active button to use is "BOOK".

- After clicking the reservation button and selecting the option "Select items", you still need to specify the validity date of the reservation.
- Click confirm and it's ready. After the booking has been correctly made, a confirmation will be displayed.
- You will receive an email notification when the book is available. It will be automatically transferred from the reservation to "Ordered documents".

1. Select an option "Unsent".
2. Specify the place of delivery.
3. Send the order.

The order should be sent within **two days** of receiving the e-mail. After this date, the system automatically deletes the reservations.



## PROLONGATION

WYŻSZA SZKOŁA WSG GOSPODARKI WSG Bydgoszcz

English (EN) Logout

Logged in as: 19406 1.

Search history News Requests cart Bookshelf Propose a new item

### User account

Personal details

Borrowed items

On-site items

Requested items

Reservations

**Renewable items 2.**

User history

Fees

Change personal details

Proposals of new items

User files

#### Renewable items

**Information**

Renewal of lent items (excluding accessed items). Library departments are treated as joint units. Item renewal is not possible, if the item is overdue or the user has unsettled debts in the library / lending dept.

Prolong all

| # | Title  | Date of return | Action            |
|---|--|----------------|-------------------|
| 1 | Dyskretny urok wystąpień publicznych: Czyli jak zamienić koszmar w radość. / Tomasz Kamel; Robert Krool; Piotr Kraško - Warszawa: Studio EMKA, 2002.             | 15/10/2022     | <b>Prolong</b> 3. |
| 2 | Zamach w Norwegii : nowy wymiar zagrożenia terroryzmem w Europie. / Krzysztof Liedel; Paulina Piasecka; (red.) Tomasz R. Aleksandrowicz - Warszawa: Difin, 2011. | 15/10/2022     | <b>Prolong</b>    |
| 3 | Kuchnia meksykańska. / Cornelia Zingerling; (przekład) Małgorzata Chudzik - Warszawa: Agencja "TD", 1994.  | 13/01/2023     | <b>Prolong</b>    |

You can extend the deadline for returning a rented item **2 times** online a month if no one has booked it in advance. A condition for a prolongation the return date is not exceeded. You can do a prolongation no earlier than **7 days** before the expiry of the return deadline and no later than the last day of the return deadline.

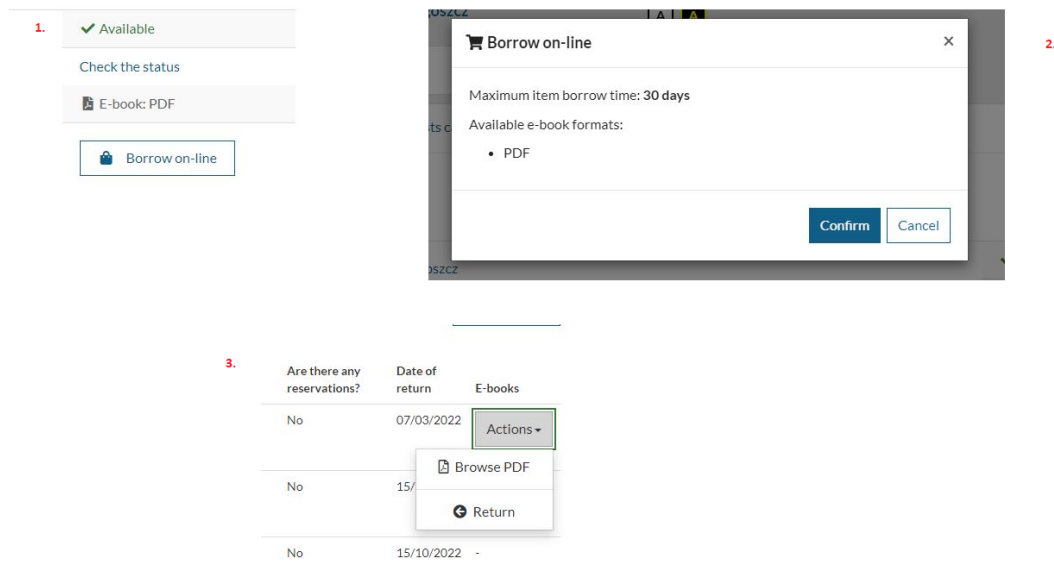
1. After logging into your account, go to the account details.
2. Select the appropriate tab.
3. You can renew all the titles for which this option is active.

## E-BOOK RENTAL

The screenshot displays a library catalog interface. On the left, there is a sidebar with search filters: Department, Item Type, Publication Year, Author, Subject, Shelving location, Language, Location, Internal classification, Content type, Media type, Carrier type, Genre, Domain, and E-book format. The 'E-book format' filter is expanded, showing 'pdf' selected and circled in red, with a count of 131. The main area shows two search results, both titled 'Menedżer przełomu wieków.' The first result is a 'Books' entry with metadata: Authors: Smoleński Stanisław; Subject: menedżerowie - podręcznik akademicki. zarządzanie - podręcznik akademicki.; Publication Year: 1999; Publisher: Bydgoszcz: Oficyna Wydawnicza Ośrodka Postępu Organizacyjnego. Below the metadata is a 'you can request' button and icons for bookmarking and copying. The second result is identical but also includes a 'Books' label with a book icon.

Searching and filtering works the same as for paper versions. When filtering, however, remember to select the last parameter - e-book format.

After selecting the title, the description details look almost identical, with one difference - instead of the "Order" button, we have the "Borrow online" button.



1. Borrow

2. Confirm

3. Browse

The document on the reader's account is valid for 30 days, after that time the return will be made automatically - the e-book document cannot be renewed.

During these 30 days, in order to view the borrowed e-book, the user must log in and enter the account details. The window from step 3 will open.

Description:

Main Library WSG

[biblioteka@byd.pl](mailto:biblioteka@byd.pl)

tel.: 52 567 00 73, 52 567 00 74

Obroncow Bydgoszczy 1 street (1<sup>st</sup> floor)

85-054 Bydgoszcz



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