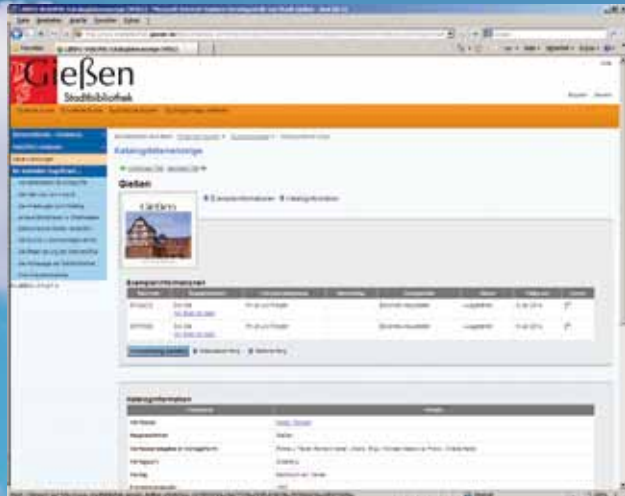


Change Password

Log in with your current password into our online user services, then select "Change Passwort" and follow the steps listed there.



Reserve Items

If you urgently wish to borrow an item, you can find out when it is expected to be returned to the library. If you want to make sure that it is not borrowed (or its loan renewed), you can reserve the item by selecting it and clicking on the button "Submit Reserves". This ensures that it will not be lent to other library members.

However a fee of 1.00 EUR is due for each reservation you make and the due sum will be debited to your user account. You will be send a letter asking you to pick up the items reserved, thus saving you the effort of further research.



Extension of Lending Period

You can extend the lending period of items borrowed using the Web-OPAC user services. To do this, mark the corresponding item in your library account and confirm using the "Submit" button. Please pay attention to any error messages and check the new return date by reopening your user account. Lending periods can also be extended in the library, during opening hours or during telephone service hours.

Giessen City Library (Stadtbibliothek Giessen)
Berliner Platz 1
35390 Giessen

Phone: 0641 306-2486
Fax: 0641 306-2485

stadtbibliothek@giessen.de
www.stadtbibliothek.giessen.de

Opening Hours:
Mon closed
Tue – Fri 10.00 – 18.00
Sat 10.00 – 13.00
Sun closed

Hours of telephone service:
Tue – Fri 9.00 – 11.00

Bus stop: "Berliner Platz"

Giessen City Library

More than just words...

Quick Guide to the
Electronic Catalogue
(Web-OPAC)

General

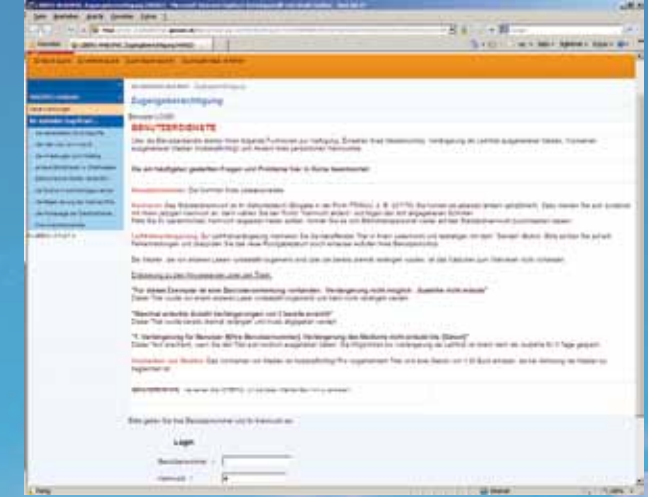
Our Web-OPAC allows Giessen City Library to offer access to some 100.000 titles and their key details. The range of items on offer covers both fiction and non-fiction, literature in foreign languages, literature for children and young people, maps, language courses, audio books, printed music, CDs, CD-ROMs, console games and DVDs.

Advanced Search

The "Advanced Search" screen allows you to carry out a more detailed search with up to five different search terms and indexes. It also enables you to restrict your search by means of a number of criteria.

User services

In order to access user services, you need a valid password. When you register, this takes the form of your date of birth (entered in the format ddmmyy, e.g. 021175) but for security reasons you should change it.



Simple Search

"Simple Search" in our Web-OPAC allows you to search various categories. You can either carry out a direct search or you can browse the selected index. If there is more than one result, you will see a results list, where you can click an entry to get the complete display for the desired title. Key details displayed are barcode number, shelf location, section, status (availability) and, where applicable, the due date of a title. Titles displayed in boldface are currently available, while titles in normal type are currently on loan but can be reserved.

Refining search results

The option of refining search results allows you to restrict your search by means of various factors; these can be: search index, year of publication, location or name of publisher, author or one or more types of media and/or sections.

After you have entered and selected the criteria for refining your search, click on the "Refine" button. The relevant entries for your refined search will be displayed on the search result screen.

Summary

Frequent users of the City Library often have a number of library items with different due dates at home. So it's helpful to check your user account now and again. As you will see there is a complete list of all the items on loan and when each of them should be returned or renewed.