

# HOW NOT TO GET LOST IN THE UNIVERSITY LIBRARY

Where to find the catalogue,  
how to log in to your account  
and how to search for a book  
in the catalogue VuFind

## WHERE TO FIND VUFIND CATALOGUE

1. Enter the university website.  
Turn into the English variant.
2. Place the cursor on **University departments** on the menu bar.  
Choose the **University Library** from the offer.
3. The University Library website will be displayed.

4. You get to the library offer by scrolling with the mouse.
5. Select the **Catalogues** section from the menu.
6. The Library has **two catalogues** to choose from.
4. **Select VuFind**. It has a newer user interface and is more user friendly.

## HOW TO LOG IN TO YOUR ACCOUNT



1. Open the **VuFind catalogue**.
2. Click on the **LOGIN** icon, which is located in the upper right corner.
3. The login window will appear.

4. You will enter **your ID**, which was provided for you in the library during registration.
5. Enter the password.
6. At the top right above the Login is the **Forgot password** link.
7. Enter **your ID** and **e-mail**, which you provided when registering in the library.
8. Login with the new password that came **to your e-mail**.
9. We recommend changing it to your own password.

## HOW TO EASILY SEARCH FOR A BOOK

1. Start typing the search term in the searching window in the catalogue.
2. When writing the term, the offer of **titles is rolled out**.
3. You can choose from the menu that has rolled out for you or click on the **Search** button.
4. The titles whose name contains the entered term are displayed.
5. If you only know the author's name, type it into the searching window

and set the search by author in the window on the right.

6. **Select the required document** and click on it.
7. It is important to **note its status**:  
.....  
*green* - the title is available in the library and can be borrowed  
*red + label Recall this* - the book is not available  
**Reference book plus** - the book is available in the study room  
**Study document** - book can be borrowed

## DID YOU HANDLE IT?

More information, opening hours, news from the University Library and video tutorials can be found on our website: [www.uk.upjs.sk](http://www.uk.upjs.sk)



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