

Students' GUIDELINE

How to connect, make a reservation for a book, or a place in the reading room

1. How do I connect?

- ✓ Click on the following link:

<http://www.liberty.umfcluj.ro/liberty/libraryHome.do>



- ✓ In order to log in, click on CONECTARE (top, right)

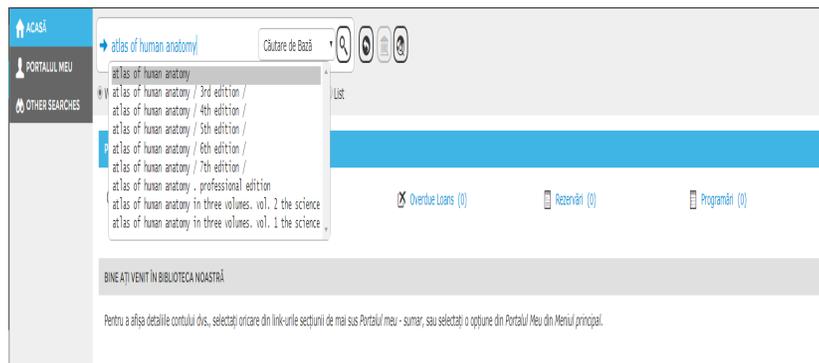
The image shows a login form titled 'CONECTARE'. It has two input fields: 'Username:' and 'Parola:'. Below the password field, there is a link 'Forgotten your password?' and a link 'Register'. There is also a checkbox labeled 'Remember Me'. At the bottom, there are two buttons: 'Conectare' and 'Renunță'.

- ✓ Type in the barcode you have on the back of your library card at Username (for example UMFCJ11859), followed by the password

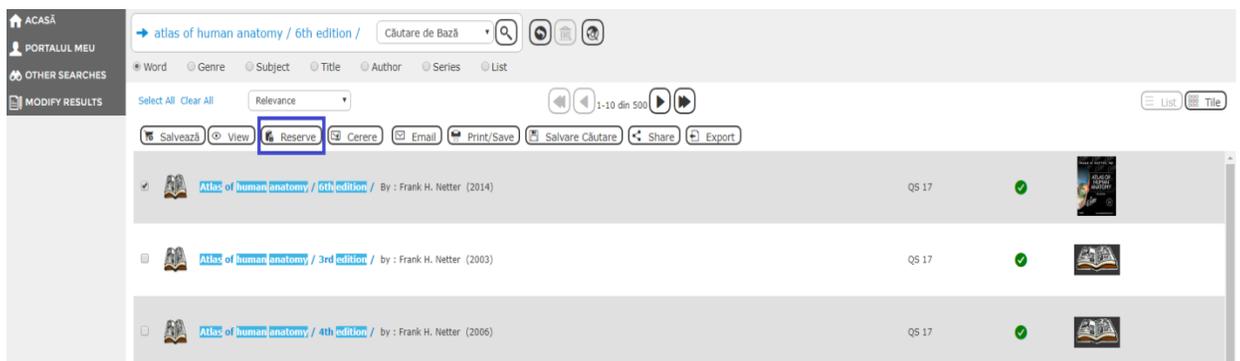
you chose when you completed your subscription. In order to recover your password click on [Forgotten your password?](#) and follow the instructions. You also have the option of making a phone call to the library in order to have your password changed by the librarian.

2. How do I reserve a book?

- ✓ In order to reserve a book, the first step is to complete a search in the database, by typing the title, the author's name, the subject etc



- ✓ The next step is to mark the title/titles from the result list and click on [Reserve](#).



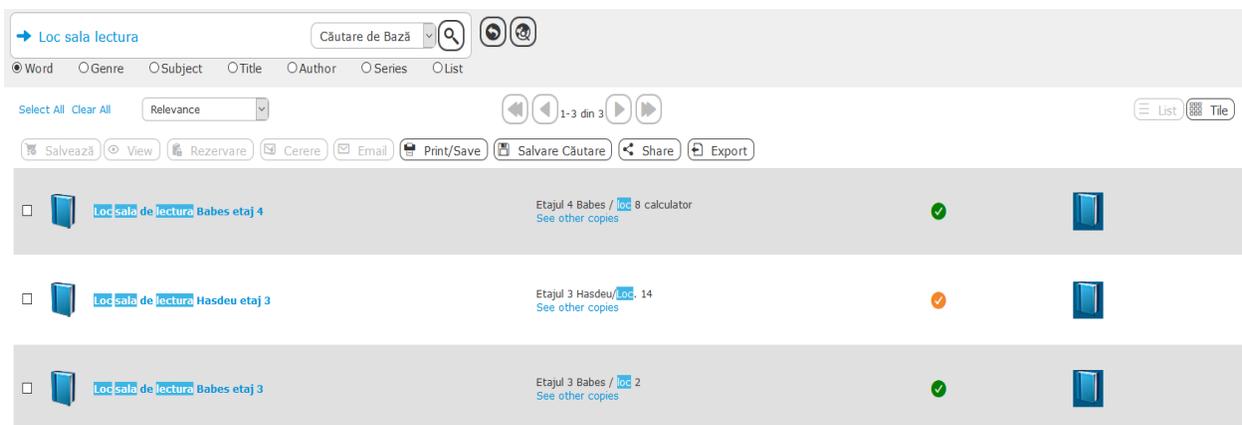
- ✓ Then you will be directed towards a new interface, where you can finalise your reservation by selecting **Reserve**, followed by a click on floppy disk icon.



The maximum number of reservations is limited to 7 titles. The books must be picked up from the library's reception desks in 2 days since the reservation was created.

3. How do I reserve a place in the reading room?

- ✓ Log in your user's account, and type "Loc sala lectura" in the search tab, followed by Enter or click on the magnifying glass icon and select the desired location (Loc sala de lectură Babeş etaj 3, Loc sala de lectură Babeş etaj 4, Loc sala de lectură Haşdeu).



- ✓ Select the desired location from the result list, and you will be directed towards a recording which indicates the places that are available for reservation. Determine which place you'd like to book, and click on **Adaugă**.



Loc sala de lectura Babes etaj 4

Holdings:

Filială	Clasificare	Copies	Status	Booking:	
Sediul Central	Etajul 4 Babes / loc 8 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etajul 4 Babes / loc 10 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etajul 4 Babes / loc 12 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etajul 4 Babes / loc 14 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etajul 4 Babes / loc 15	1 Copy	Available	Adaugă	Listă
Sediul Central	Etajul 4 Babes / loc 16	1 Copy	Available	Adaugă	Listă
Sediul Central	Etaju 4 Babes / loc 39 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etaju 4 Babes / loc 41 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etaju 4 Babes / loc 43 calculator	1 Copy	Available	Adaugă	Listă
Sediul Central	Etaju 4 Babes / loc 45 calculator	1 Copy	Available	Adaugă	Listă

- ✓ Select the desired booking period from the table (the days, the hours), by clicking on the corresponding cells. The colours from the chart represent the following: **light gray** - period in the past, **dark gray** - period when the library is closed, **red** - period when the places are already booked, **yellow** - period when the places are available. The desired booking period must be selected by clicking the corresponding yellow cells, which turn **green**.
- ✓ After completing your selection, click on **Salvare**.

Create a booking for Loc sala de lectura Babes etaj 4

This booking must be picked up from and returned to Sediul Central Branch.

Specify your booking period by clicking the appropriate cells in the following table.

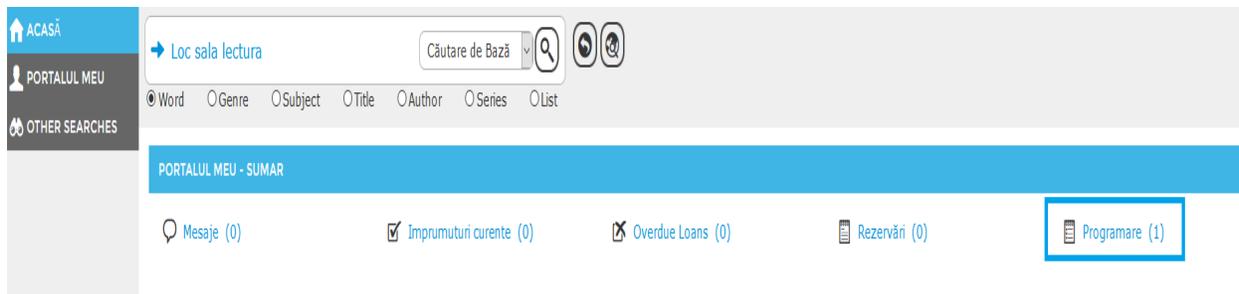
Legend: Closed (dark gray), Period in the past (light gray), Booked (red), In Transit (light blue), Advance Time (medium blue), Available (yellow), Your selected period (green)

Copy being booked: 16: 142922X0159 - Etajul 4 Babes / loc 8 calculator

	WEDNESDAY 20/05/2020	THURSDAY 21/05/2020	FRIDAY 22/05/2020	SATURDAY 23/05/2020	SUNDAY 24/05/2020	MONDAY 25/05/2020	TUESDAY 26/05/2020
8:00 AM - 8:30 AM	Light Gray	Green	Yellow	Dark Gray	Dark Gray	Yellow	Yellow
8:30 AM - 9:00 AM	Light Gray	Green	Yellow	Dark Gray	Dark Gray	Yellow	Yellow
9:00 AM - 9:30 AM	Light Gray	Yellow	Yellow	Dark Gray	Dark Gray	Yellow	Yellow
9:30 AM - 10:00 AM	Light Gray	Yellow	Yellow	Dark Gray	Dark Gray	Yellow	Yellow
10:00 AM - 10:30 AM	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
10:30 AM - 11:00 AM	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
11:00	Light Gray	Yellow	Yellow	Dark Gray	Dark Gray	Yellow	Yellow

Buttons: Salvare, Renunță, Clear

- ✓ Your booking can be visualised from the initial screen, clicking left on option ACASĂ from the menu, at [Programare](#).



- ✓ Your booking looks like this:

