








### HOW TO ORDER AN ITEM OVER THE INTERNET?

- ❶ Go to the Library's Catalog : <http://vpu.library.lt/>.
  - ❷ Click on the icon  and register. To do so, complete the form using your ID number as User ID & the last 4 digits as verification. Click **Log On**.
  - ❸ **Basic Search.** The Search function enables you to find records by entering keywords or phrases. To perform a search click on **Go**.
  - ❹ *Result List screen* gives you access to the requested items. Choose an item & click on the digit in the numerical column.
  - ❺ *Full View of Record* screen gives you access to the bibliographic reference of an item. To order an item view **Holdings information**. To do so you can click on the underlined library name in the *Sublibrary/item* column in the *Result List screen* or click on the **All Items** link in the *Full View Record*.
  - ❻ In *VPUB katalogas – items* screen you can view all the copies of the requested item. Choose one and click **Request**.
  - ❼ In *Hold Request* screen click **Go**.
- Information on an item that has been requested will appear on the screen.  
 Pickup: Sublibrary Centrinis abonementas (ABON) or Humanitaru abonementas (HAB), i. e. The Loan Department at the Main building or Branch Library of the Humanities.  
**Note:** please have a valid membership card every time at pickup.
- ❽ To place an order for another item go back to *Result List* screen or start a new search.
  - ❾ To **Log Out** click  (“End session”) and then click **Go** to protect your personal data.

#### If you need help to find or to order an item:

- ask a staff member in room # 112
- call the Library, phone: **279 05 82** or **233 76 82**; e-mail address: [biblioteka@vpu.lt](mailto:biblioteka@vpu.lt) or [humbibl@vpu.lt](mailto:humbibl@vpu.lt)
- in the computer catalog screen click  (“Help”)



### LIBRARY CARD

- ❶ Go to the Library's Catalog : <http://vpu.library.lt>
  - ❷ Click on the icon  and register. To do so, complete the form using your ID number as User ID and the last 4 digits as verification. Click **Log On**.
- Note:** password options on *sign-in* icon . Click „Password“. Complete the *Change in Verification/Pincode* form.
- ❸ The *Library Card* screen allows you to see personal library information and display option.
- Note:** the icon  pop up only after **Log On**.
- ❹ Click on your *sign-in* icon  to view your *Library Card* screen that gives you access to your library circulation records:
    - Click **Loans** - to view the list of borrowed items.
    - Click **Loan History List** - to view the history of previous loans.
    - Click **Hold Requests** - to view item status.
    - Click **Cash Transactions** - to check status on overdue items.

### INFORMATION ON REQUESTED ITEM STATUS

- ❶ Click on **Hold Request** link in your *Library Card* screen to view the requested item status:
  - **In process** - means that your request is being processed, but the item is not on the shelf yet.
  - **On hold until** (and the date) - means that you can pick up your request. Requested item is behold for you for a 5 days period and then returned back to the Holdings if not picked up during that period.
  - **Pickup Location: ABON** - means that you can pick up your request at the Loan Department (Main building).
  - **Pickup Location: HAB** - means that you can pick up your request at the Branch Library of the Humanities (T.Ševčenkos str. 31).

### HOW TO RENEW BORROWED ITEMS

- ❶ Go to the Library's Catalog: <http://vpu.library.lt/>.
  - ❷ Click on the icon  and register.
  - ❸ Click on the *sign-in* icon  that gives you access to your library circulation records.
  - ❹ To renew borrowed items click on **Loans** and click on the digit in the numerical column.
  - ❺ Click **Renew** in the *Items of Loan for: (name)* screen. The new return date will pop up.
- Note:**
- items borrowed for one month or 6 months (semester) period can be renewed only **once**.
  - items borrowed for 2 weeks period **cannot** be renewed.