






HOW TO ORDER AN ITEM OVER THE INTERNET?

- 1 Go to the Library Catalog: <http://vpu.library.lt/>.
- 2 Click on the **Login** icon and identify yourself. To do so, complete the form using your ID number as User ID & the last 4 digits as verification. Click **Login**.
- 3 **Basic Search**. The Search function enables you to find records by entering keywords or phrases. To perform a search click on **Go**.
- 4 *Result List screen* gives you access to the requested items. Choose an item & click on the digit in the numerical column.
- 5 *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 *Locations* column in the *Result List screen* or click on the **All Items** link in the *Full View Record*.
- 6 In *LEU b-kos katalogas – items* screen you can view all the copies of the requested item. Choose one and click **Request**.
- 7 In *Hold Request* screen click **Go**. In *Hold Request details* screen click **Go**. Information on an item that has been requested will appear on the screen.
Pickup: Loan Department (ABON) at the Main Building or Loan Department of the Humanities (HAB) at the Branch Library of the Humanities.
Note: please have a valid membership card every time at pick up.
- 8 To place an order for another item go back to *Result List* screen or start a new search.
- 9 To **Log Out** click  (“Open a new 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 (Main Building) or (Branch Library of the Humanities).
- call the Library, phone: 279 05 82 or 233 76 82; e-mail address: biblioteka@leu.lt or humbibl@leu.lt.
- in the electronic catalog screen click  (“Help using this system”).

- 1 Go to the Library Catalog: <http://vpu.library.lt/>.
- 2 Click on the **Login** icon and identify yourself. To do so, complete the form using your ID number as User ID and the last 4 digits as verification. Click **Login**.
Note: password options on *borrower info* icon . Click “Password”. Complete the *Change password/pincode* form. If you *have forgotten your password* – ask a staff member at the Loan Department (Main Building) or Branch Library of the Humanities.
- 3 The *Library Card* screen allows you to see the library borrower’s personal information and activities.
Note: the icon  pop up only after **Login**.
- 4 Click on your *borrower info* 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.**Note:** if you did not return an item in due time, you can see the charged fines for overdue material in *Cash* column on **Loans**.
 - Click **Loan History List** – to view the history of previous loans.
 - Click **Hold Requests** – to view the requested item status.
 - Click **Cash Transactions** – to check fines for your overdue items.

INFORMATION ON REQUESTED ITEM STATUS

- 1 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 held for you for a 5 days period and then returned back to the Holdings if not picked up during that period.
 - **Pickup Location: Loan Department (ABON)** – means that you can pick up your request at the Loan Department (Main Building).
 - **Pickup Location: Loan Department of the Humanities (HAB)** – means that you can pick up your request at the Branch Library of the Humanities (T. Ševčenkos str. 31).**Note:** please check the information on requested item status in your **Library Card** before coming to pick it up!

HOW TO RENEW BORROWED ITEMS

- 1 Go to the Library Catalog: <http://vpu.library.lt/>.
- 2 Click on the **Login** icon and identify yourself.
- 3 Click on the *borrower info* icon  that gives you access to your library circulation records.
- 4 To renew borrowed items click on **Loans** and click on the digit in the numerical column.
- 5 Click **Renew** in the *Details for loan* 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.