### PROCEDURES - Online catalogue

Use our online catalogue to search, to check the return date of your borrowed items, to reserve books and to renew your items (twice).

To receive an account with a password to access our online catalogue, please send us an e-mail or ask us the next time you visit our library.

### To enter in the system:

- 1. Click on the map 🚺 to choose your language
- 2. Click on the key icone *Login* and enter your login information

## To modify your account information:

1. Click on the icone named My Account

# To see your borrowed items and renew them and / or to see if you have any fines for overdue item:

1. Click on My Account  $\rightarrow$  My Borrowing  $\rightarrow$  Loan

### To reserve an item:

1. In the section Keywords, enter the name of the book, the author or the theme



- 2. If needed, you can also *Refine your research* on the left-hand side panel
- Click on Reserve . You will receive an email when your item is available







