

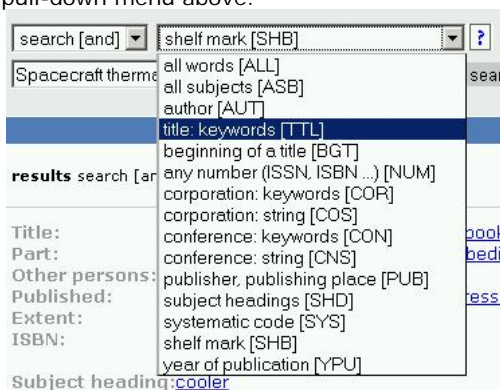
How to find books

A complete catalogue of our books can be found on the OPAC web page. You will find a link on our MPSlibrary web page or go directly to:

<http://vzopc4.gbv.de:8080/DB=5/LNG=EN/>



If you specify "all words" as a search criterion you may enter a keyword, book title, author or ISBN into the search field. For more specific search options change the criterion in the pull-down menu above.



If you find the book in the returned output list, note the book's shelf mark. It will help you to locate the book on the shelves. The request info shows whether the book is available.



How to register books at the library terminal

Before you take a book out of the library you must register it at the library terminal. Place it at the centre of the shelf in front of the screen, have your **MPS entrance card** available and follow the instructions on the terminal screen.



Books which have been identified and registered are listed on the screen. Do not forget to press "done" when all books are listed.

Borrowed books will be screened in this way:

Nr	Titel	Rückgabe	Status
1	The Theory of Rotating Fluids / by Harvey P Greenspan	04.08.2009	Ausleihe erfolgreich
2	Spherical functions of mathematical geosciences: a scalar, vect	04.08.2009	Ausleihe erfolgreich
3	The sun kings: the unexpected tragedy of Richard Carrington and	04.08.2009	Ausleihe erfolgreich

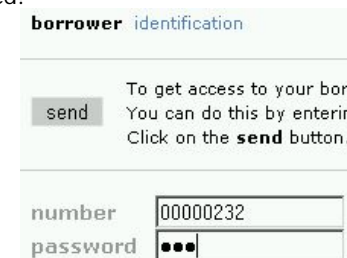
How to return a book



To return a book, you do not need to identify yourself with the library terminal. Just place the book at the centre of the terminal shelf and click on "book return". Please do not bring the book back to its original location on the book shelves but deposit it next to the terminal in the "books to be returned" corner.

How to extend the lending period

This can simply be achieved from your office terminal. Visit the OPAC web page (see: How to find books), log in via "borrower information", by entering the card number from your MPS card. Your default password consists of the three leading letters of your surname. "password" allows you to change your password from the default. This is highly recommended!



"Loans"


lists the books you have borrowed from the library and the date when they will have to be returned. To extend this date, mark the respective item and click on "renew".

How to borrow journal volumes

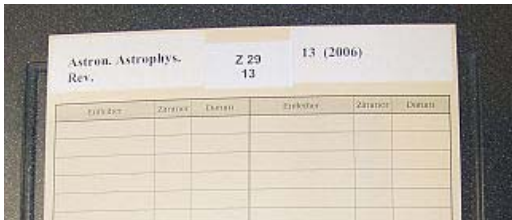
You will find a list of our print journals through the respective link on our library web page.

Volumes dating from the last five years are deposited in journal shelves in the room next to the library reading room. Older volumes are archived downstairs below the reading room.

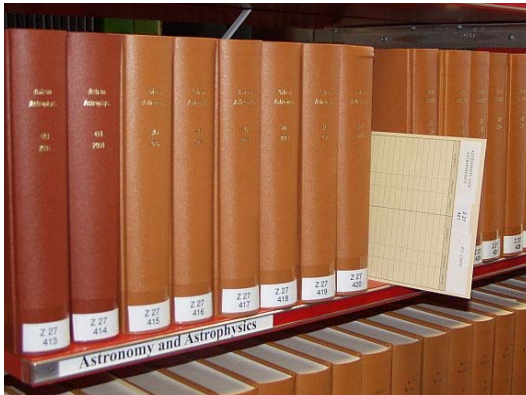
There are two ways you have to borrow journal volumes:

 Journal volumes which are marked by a **blue dot** in front of their shelf mark have to be borrowed at the "self-service"-terminal as described in "How to register books". This applies to the journal volumes in the room next to the library reading room and the archive downstairs.

For all other journals applies: Enter your name, office number, and the present date in the card you find inside the volume.



Leave this card at the volume's location on the shelf.



To return a volume, just deposit it in the "books to be returned" corner next to the library terminal in the reading room.

Contact

In case you need a book or article which we do not have in our library, please contact your library team

Biblio@mps.mpg.de

Margit Steinmetz

E-Mail: msteinmetz@mps.mpg.de

Tel.: 05556-979-274

Andrea Mißling

E-Mail: missling@mps.mpg.de

Tel.: 05556-979-402

Our office can be found on the ground floor right next to the library reading room.

Feel free to contact us!



**Max Planck Institute for
Solar System Research**

- Library -

www.mps.mpg.de/de/services/bibliothek



**This leaflet will help
you to...**

- ✓ find books
- ✓ register books at the library terminal
- ✓ extend lending periods
- ✓ borrow journal volumes