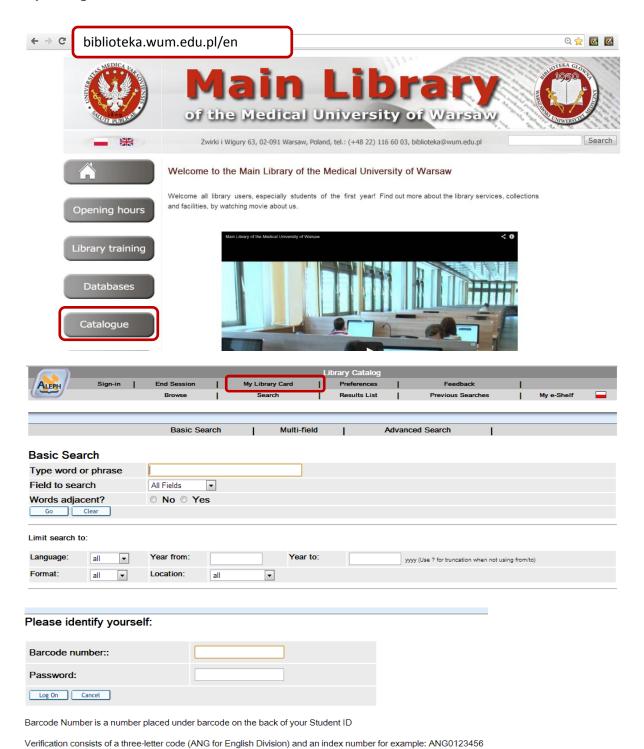
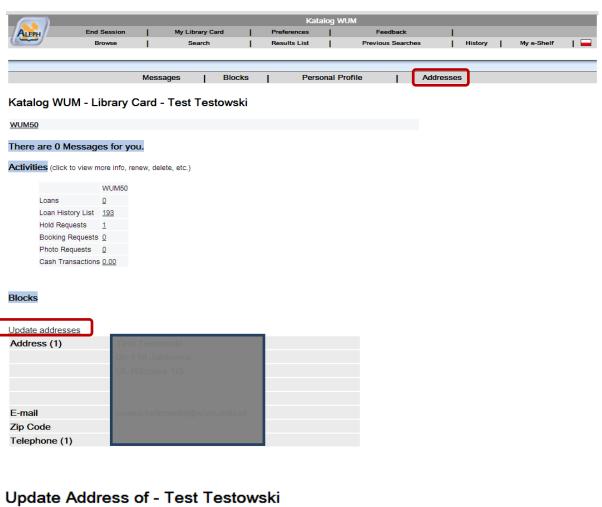
# Ordering books in the library system Aleph

Ordering books can be done only through the library system Aleph. Order completion is confirmed by e-mail. Remember to update your e-mail address in your library account (library online catalogue – My library card tab, Address).

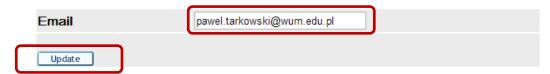
## Updating e-mail address



If you have any problems with an acces please contact Lending Library



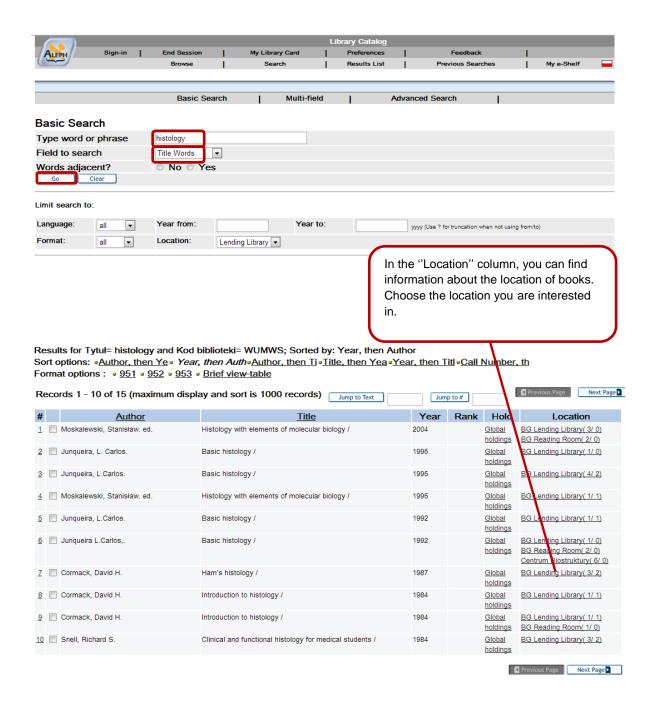
\* Mandatory fields



## **Ordering books**

You can order books through the online catalogue. Ordered books should be picked up in 4 days.

To order a book, you have to find it in the catalogue.



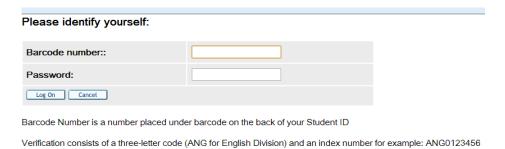
Always select books with "On Shelf" information in the "Due date" column – if possible.



### Note!

If there is a date in the "Due Date" column it means that the book is currently being loaned. If you choose to order this book, you will be placed in a queue until the book is returned.

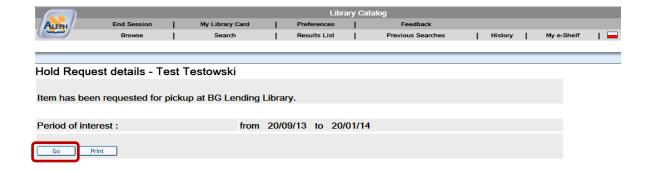
If you are not currently logged in, you have to do this now. The login window looks like the one below:



If you have any problems with an acces please contact Lending Library

If you have any problems accessing the catalogue, please contact Lending Library: phone: 22 116 60 04, e-mail: dszmajser@wum.edu.pl





The order will be ready for pick-up when you receive a confirmation e-mail.

After finishing the session you have to log out by clicking "End Session".