

# A tutorial

on how to use Library of the Medical University of Silesia in  
Katowice

[License:](#)



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Zabrze, 2024

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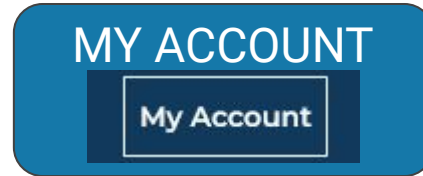
# Creating the Library account

You can register in two ways.

Before filling the form, read the Terms and conditions of using Library: [Regulations](#)

To register, go to the Library homepage: <https://biblioteka.sum.edu.pl/en/>

On the top bar of the page, click the tab:



After you click on *Register to the library*, You will be moved to the Registration form.

OR

Go to the [Use of collection](#) link, then click on [Sign up to the library](#) tab. You will be moved directly to the Registration form.

## New Borrower Registration Form of SUM Library

This is the pre-registration of your account. You have 7 days for full activation in the selected library. **Application Form** and **Student ID** will be necessary.

### \* Mandatory fields

Surname and names \*

Library Branch \*

Password \*

Verify Password \*

Personal details (only for first registration)

Street, No. \*

Zip code, City \*

E-mail Address \*

Telephone No. \*

\*I have read the **Personal Data Processing Information** and agree to the processing of my personal data.

Go

Clear Form

Fill in all the information you need to set up your account.

Confirm that you have read the **Personal Data Processing Information - GDPR Regulation**

Then confirm your registration by selecting **GO**.

## In the next step You'll see the following information:

**You have just registered to the SUM Library!**

Your Login is:

**000050974**

Your password is:

**1234**

(Please write it down or make sure you do not forget it).

Now you may **Log In** and place a hold on a book in the catalog.

Notice!

This is the pre-registration of your account.

You have 7 days for full activation in the selected library.

**Application Form** and Student ID will be necessary.

## Important

Your Login is:

**000050974**

ID number you'll be using to log in into the catalogue the first time.

Your password is:

**1234**

And it will be an information about your password.

Notice!

This is the pre-registration of your account.

You have 7 days for full activation in the selected library.

**Application Form** and Student ID will be necessary.

When you'll be in the Library for the first time, you should fill the Application Form and have your Students ID.

## Entry to the Library Catalogue

When you first register, you can access your library account by clicking on the *Log on* link, which will be displayed when you complete the signup form.

Now you may **Log In** and place a hold on a book in the catalog.



**You will be taken to the log-in page.**

The screenshot shows a login page for the Śląski Uniwersytet Medyczny w Katowicach. The page has a dark blue header with the university logo and name. Below the header, there is a section for login instructions in Polish and English. There are three input fields: a text field for the username, a password field, and a dropdown menu for the library selection. At the bottom, there are two buttons: 'Zaloguj/Log on' and 'Anuluj/Back'. There are also links for 'Zapomniałem hasła/I forgot password' and 'Zarejestruj się/Sign up'.

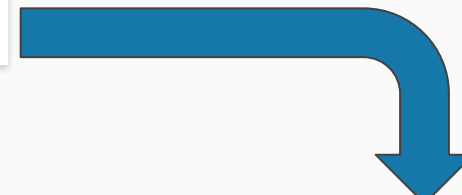
# Logging into the Catalogue



On the library home page (<https://biblioteka.sum.edu.pl/en/>) you have to click in the tab My account, and it will transfer You to the logging page.

Or You can log in into the Catalogue from the main page of Catalogue by clicking Sing in on the top bar of the page.

Sign in



The screenshot shows the top navigation bar of the SUM Library Catalogue website. On the left is the SUM logo. In the center are navigation tabs: LIBRARY SEARCH, A Z, BROWSE, RODO, and ZAKUP. On the right are icons for a user profile, a blue pushpin, and a 'Sign in' link, followed by a 'Menu' dropdown arrow. Below the navigation bar is a dark blue search bar containing a search input field with the text 'Search', a dropdown menu set to 'Library Catalogue', a magnifying glass icon, and the text 'ADVANCED SEARCH'. The main content area is light gray and contains four white boxes with text: 'How does it work?' (describing Primo search and account management), 'Where can I get help?' (with a link to 'Ask a librarian'), 'Questions? Comments?' (with a link to 'Let us know what you think!'), and 'Haven't found the book?' (with a link to 'Recommend it'). At the bottom center is a link for 'Polityka prywatności'.

Before visit in Library:  
You have to use information  
from the registration step.

Your Login is:

000050974

Your password is:

1234



 Śląski Uniwersytet Medyczny w Katowicach

Logowanie / How to log on:  
Pracownik: loginem i hasłem do komputera w SUM / Faculty: login and password to employee computer  
Student: loginem i hasłem do Wirtualnej Uczelni / Students: login and password to Virtual University

Nazwa użytkownika / Login:

Hasło / Password:

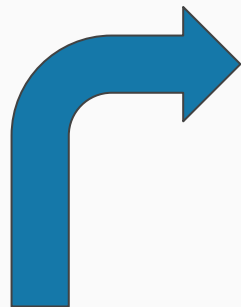
Biblioteka / Library:  
Śląski Uniwersytet Medyczny

[Zapomniałem hasła/ forgot password](#) [Zarejestruj się/Sign up](#)

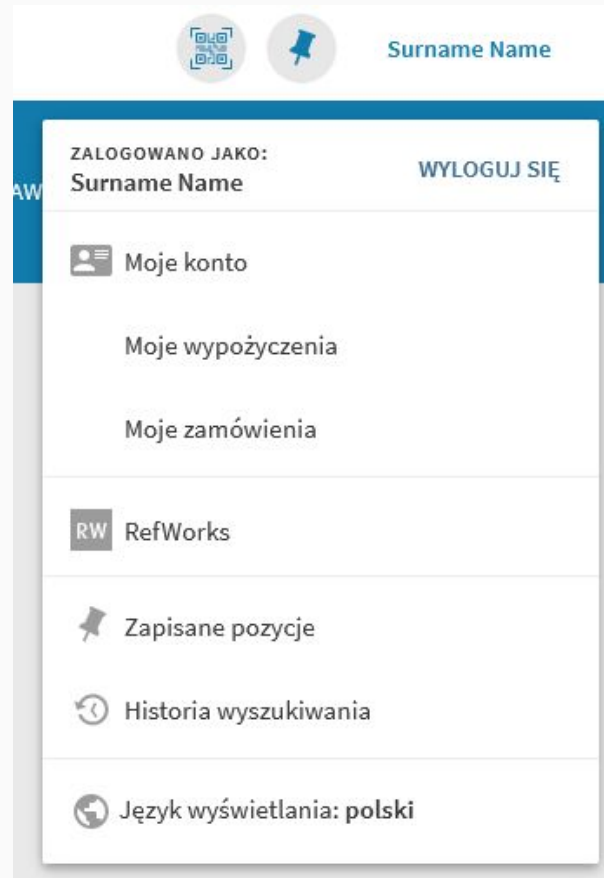
After the first visit in the Library, your login and password change to the same, which You're using for student email.

**Login:** student email address, e.g. s12345@365.sum.edu.pl

**Password:** password for the email account in the @365.sum.edu.pl domain  
(password to the Virtual University)




After you log in into the Catalogue, and everything will be correct, on the top bar of the page it will show you your Name and Surname.



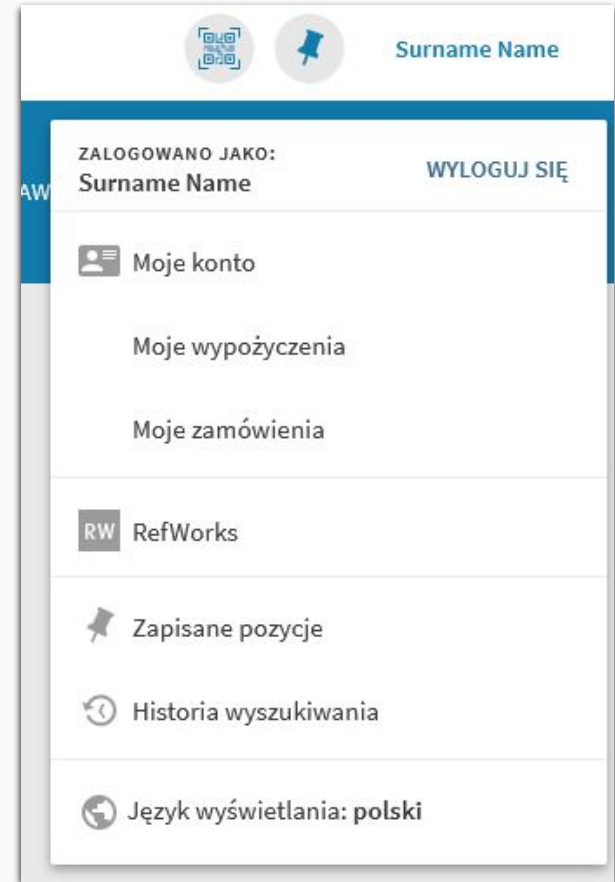
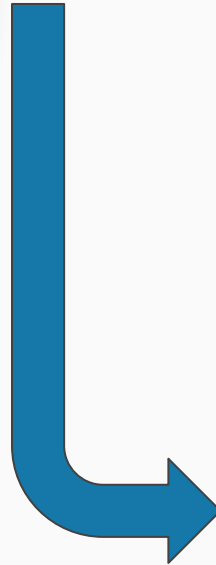
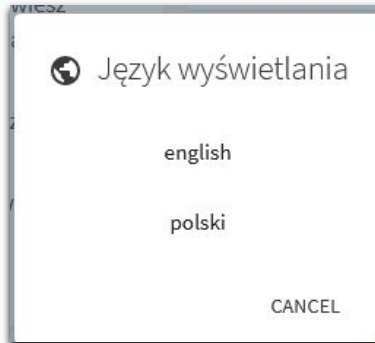
✦ If you have some trouble with log in into the Catalogue, it can be the error with the browser. You can change it to different one. If it will be something else, please contact the Library. ✦

If the information will be in Polish,  
you have to change the language to  
English.

You can do it by clicking in the tab:  
“Język wyświetlania: polski”

 Język wyświetlania: polski

And then You have to choose  
**ENGLISH**



Searching

## How to search a book:

Search



ADVANCED SEARCH

You have to write the title of the book, author or both  
and click SEARCH / 

For example:

sobotta atlas of human anatomy



All resources ▾



ADVANCED SEARCH

parasitology for medical students



All resources ▾



ADVANCED SEARCH

sum

LIBRARY SEARCH    A Z    BROWSE    RODO    ZAKUP

Matysik Monika

parasitology    Library Catalogue    ADVANCED SEARCH

0 selected    PAGE 1    57 Results    Save query

Tweak my results

Sort by Relevance

Availability (46)  
Available in the Library  
Full Text Online (6)

Library (29)  
B.Sosnowiec (29)  
B.Ligota (27)  
B.Rokitnica (21)  
B.Katowice (20)  
B.Zabrze (5)

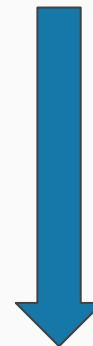
Material Type (54)  
Books (54)  
Journals (2)  
Other (1)

Subject (10)  
Parazytologia (50)  
Podręczniki i instruktażowe (10)  
Choroby pasożytnicze (10)

- 1 **Medical parasitology : biology, epidemiology and diagnostics : study guide**  
Anna C Majewska; Piotr Nowosad  
2005  
Available
- 2 **Gerald D. Schmidt & Larry S. Roberts' foundations of parasitology**  
Larry S Roberts; John Janovy; Gerald D Schmidt  
2009  
Checked out
- 3 **Parasitology for medical students**  
Alicja Buczek Red.  
2 versions of this record exist. See all versions
- 4 **Peters' atlas of tropical medicine and parasitology**  
Laura Nabarro Autor; Stephen Morris-Jones Autor; David A.J Moore Autor; Wallace Peters (1924-). Autor; Elsevier (Amsterdam). Wydawca  
© 2019  
Online access
- 5 **Dictionary of parasitology**

Results will appear as a list and will be sort by relevance.

You can tweak your results with several possibilities.



Full Text Online (6)

**Library** ^

- B.Sosnowiec (29)
- B.Ligota (27)
- B.Rokitnica (21)
- B.Katowice (20)
- B.Zabrze (5)

**Material Type** ^

- Books (54)
- Journals (2)
- Other (1)

**Subject** ^

- Parazytologia (50)
- Podręczniki instruktażowe
- Choroby pasożytnicze
- Pasożyty (5)
- Mikrobiologia (3)
- Show More

**Creator** ^

- Majewska, Anna C (8)
- Buczek, Alicja (7)
- Nowosad, Piotr (6)
- Solarz, Krzysztof (5)
- Kasprzak, Witold (5)
- Show More

**Creation Date** ^

From 1978 To 2021 Refine

Min  Max

<  >

**Language** ^

- Polish (46)
- English (12)
- German (1)

You can tweak the results by the following things.

Available in the Library (46)

Full Text Online (6)

**Library** ^

- B.Sosnowiec (29)
- B.Ligota (27)
- B.Rokitnica (21)
- B.Katowice (20)
- B.Zabrze (5)

**Material Type** ^

- Books (54)
- Journals (2)
- Other (1)

**Subject** ^

- Parazytologia (50)
- Podręczniki instruktażowe (10)
- Choroby pasożytnicze (10)
- Pasożyty (5)
- Mikrobiologia (3)

CLEAR

After selecting and ticking the tweak, You have to click **APPLY FILTERS**


CLEAR




They will be a few ways to show the results

2

OTHER

 **Sobotta atlas of human anatomy**

Johannes Sobotta (1869-1945).; Reinhard Putz Red.; Reinhard Pabst Red.  
1998

 Available >

” ✉ 📌 ...

2

 BOOK


**Tropical medicine and parasitology**

Wallace Peters (1924- ); Geoffrey Pasvol  
2002

 Checked out >


” ✉ 📌 ...

1

 MULTIPLE VERSIONS

**Parasitology for medical students**

Alicja Buczek Red.

 2 versions of this record exist. See all versions >

1



MULTIPLE VERSIONS

## Parasitology for medical students

Alicja Buczek Red.

 2 versions of this record exist. [See all versions >](#)

 2 versions of this record exist. [See all versions >](#)

**MULTIPLE VERSIONS** means that this book has had a few editions in different years.

1



BOOK

### Parasitology for medical students

Alicja Buczek Red.

2011

 Available >

2



BOOK

### Parasitology for medical students

Alicja Buczek Red.

2007

 Available >

2



OTHER

**Sobotta atlas of human anatomy**

Johannes Sobotta (1869-1945).; Reinhard Putz Red.; Reinhard Pabst Red.  
1998

 Available >



**OTHER means that this title has  
a different format than book.  
It can be for example a CD-ROM.**

To check if a title is available to borrow, You have to click *Check holdings* or *Available*.

 Check holdings >

or

 Available >

Location

LOCATIONS:

B.Katowice

Available



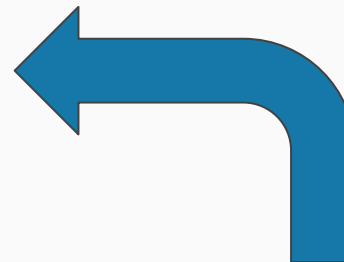
B.Ligota

Available



B.Rokitnica

Available



It will show the locations where the book is available.  
You can order the title in the following Library's.

## Remember!

### Check all the options

B.Rokitnica  
Available



This message means that books are available to borrow in the following Library or in the Reading Room in the Library.

B.Rokitnica  
May be available



This message means that some books are already borrowed by other people and some can still be available to order by You.

# ONLINE BOOKS

5

BOOK

## Marsh and Martin's oral **microbiology**

Philip Marsh Autor; Michael A. O Lewis Autor; Helen Rogers Autor; Michael Martin Autor; David Melanie Wilson Autor; Elsevier (Amsterdam). Wydawca

2016

📖 Available >

🔗 Online access  >

21




BOOK

## Gray's **anatomy**

Susan Standing Redaktor; Neel Anand Redaktor; Henry Gray (1825-1861).

Wydawca

© 2021

🔗 Online access  >

If the book is available online, the following message will appear: *Online access*.

By clicking on the link, you will be redirected to the e-book.

You can use online books:

- Directly on computers connected to the university computer network, e.g., in the Library's computer reading rooms;
- On private devices (e.g. laptops, smartphones, tablets), on the University premises — using the Eduroam wireless network;
- In their private homes — through the Proxy Service.

# Ordering

< BACK TO LOCATIONS

LOCATION ITEMS

B.Rokitnica  
May be available



Status/Due date: On Shelf Status: Semester  
Call number: 246746

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246748

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246749

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246750

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246751

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246754

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246756

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246757

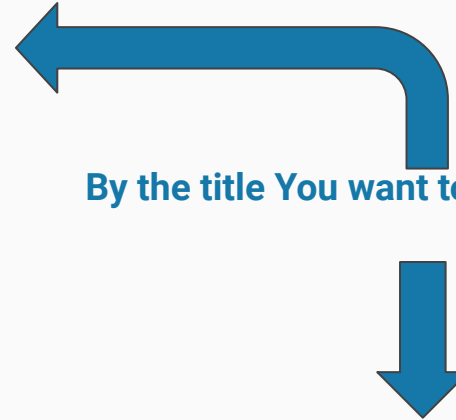
Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246759

Hold ▼

Status/Due date: On Shelf Status: Semester  
Call number: 246760

Hold ▼



By the title You want to order, click *Hold*.





It will show You the information.



< BACK TO ITEMS

Hold request

Pickup Location  
B.Rokitnica

Item is in the closed stacks.  
Item status: Semester (04) Call number: 246746,

▶ SEND REQUEST

You have to click *Send request* to confirm the order.



▶ SEND REQUEST

When the operation is complete, You will see announcement about succeeded action.

Action Succeeded

## WHEN YOU ORDER BOOKS, YOU HAVE TO PAY ATTENTIONS TO A FEW THINGS!

### 1. STATUS of the book – it is time for how long You can have the book in your home

It can be a few options for how long You can borrow a book. For example:

Status: Two weeks

Status: One month

Status: Semester

Status: Acad. year

### 2. Status/Due date – it is the information if book is available in the Library or not.

Information: Status/Due date tell us if the book is at the moment on the shelf in the library or if someone else has it in their home.

- If a book is available, You can order it. It will be waiting for you in the Library for 7 days from the moment of reservation.
- If the book is borrowed by another user, you can “get in line” to have the book when the person returns the book into the Library.

Status/Due date: On Shelf

Status/Due date: 07/06/22

Status/Due date: 30/09/22

# Ordering the book with the status ON SHELF

**Status/Due date:** On Shelf    **Status:** Semester  
**Call number:** 187416

**Status/Due date:** On Shelf    **Status:** Semester  
**Call number:** 187417



**Status/Due date:** On Shelf

**In this situation, when You order the book, it will be waiting for You the same day or next day (it depends on if You order it in the opening hours or not).  
If the book will be ready to pick it up from the Library, You will get the information about it on the e-mail.**

# “Getting in the line” for the book

**Status/Due date:** 30/09/22    **Status:** Semester  
**Call number:** 195914

**Status/Due date:** 30/09/22    **Status:** Semester  
**Call number:** 204678



**Status/Due date:** 30/09/22

“Getting in the line” for a book means that when the person who have the book at the moment will return it to the Library, your order on the book will show, and then the book could be booked for You.

It can be on the date that is showing, for example 30.09.2022 or the person can return it sooner or later.

That date is the predicted date of return.  
You have to pay attention to e-mails from the Library.

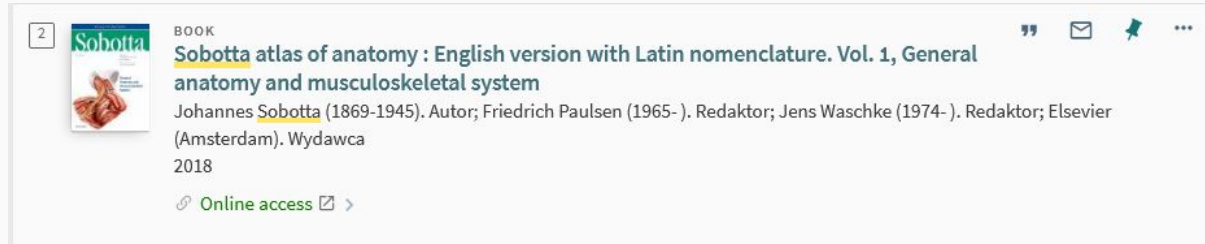
In the line You can be first, second or the tenth.

We have a multiple books of the same title, and they are on the same list. And you get in line to the all book with the same Status on the list.

If you are third in the line, You will get the third book that will return to the Library.

## Extra information:

1. A lot of books are available online. So if book have information: *Online access*, You can use it online by using the Internet in the Campus - EDUROAM or by the PROXY server.  
More information: [Remote Access](#)



2. If a book have Status: Reading room, it is available only in the Reading Room in Library.

**Status: Reading room**


**At the same time you can hold loans both at the SUM Library Branch in Katowice-Ligota with a Reading Room in Katowice and Bielsko-Biała, the SUM Library Branch in Sosnowiec as well as at the SUM Library Branch in Zabrze -Rokitnica with a Reading Room in Zabrze.**

You can have book from all the Branches as well.

The limit of borrowed books in total is 25.


Library account


SIGNED IN AS: Surname Name SIGN OUT


 My Library Card


My Loans

My Requests

 RefWorks

 Saved items

 Search history

 Display Language: english



When You click in MY LIBRARY CARD tab, it will show all the information about Your account.



<P My Library Card

OVERVIEW LOANS REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Loans

Requests

Fine + fees

Blocks + messages

There are no loans

There are no requests

There are no fines

There are no blocks or messages

Zaplać online

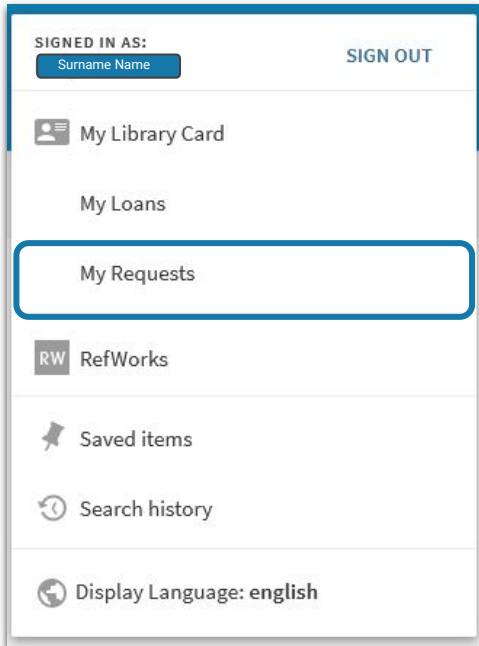


# Library account operations

# MY REQUESTS

In MY REQUESTS, you will find the information about:

- book for whom you are “in the line”, which one you are in the line and the predicted date of return



SIGNED IN AS: Surname Name SIGN OUT

My Library Card

My Loans

**My Requests**

RefWorks

Saved items

Search history

Display Language: english



| Requests   |   | Request type   | Sort by  |   |
|------------|---|--|----------|---|
| 2 requests |   |  |          |   |
| 1          | Sobotta atlas of human anatomy.<br>Sobotta, Johannes  | HOLD. Czeka na pozycji 1 w kolejce. Termin zwrotu 30/09/22<br>Pick up: B.Rokitnica | X CANCEL | ▼ |
| 2          | Sobotta atlas of human anatomy :<br>Sobotta, Johannes | HOLD. Zarezerwowany do: 06/06/22<br>Pick up: B.Rokitnica                           | X CANCEL | ▼ |

- book which are waiting for you to pick up, and the date to when it will be waiting for you

## You can cancel the request of the book

| Requests   |   | Request type   | Sort by  |   |
|------------|---|--|----------|---|
| 2 requests |   |  |          |   |
| 1          | Sobotta atlas of human anatomy.<br>Sobotta, Johannes  | HOLD. Czeka na pozycji 1 w kolejce. Termin zwrotu 30/09/22<br>Pick up: B.Rokitnica | X CANCEL | ▼ |
| 2          | Sobotta atlas of human anatomy :<br>Sobotta, Johannes | HOLD. Zarezerwowany do:<br>06/06/22<br>Pick up: B.Rokitnica                        | X CANCEL | ▼ |

Click *cancel*

X CANCEL

Then confirm.

owany do:

Cancel this request? NO X CANCEL IT

ica

**If You were in the line for the book then it will disappear, and if it was waiting in the Library then it will disappear when the librarian physically pulls the book off the shelf.**

# LOANS

SIGNED IN AS: Surname Name SIGN OUT

My Library Card

**My Loans**

My Requests

RW RefWorks

Saved items

Search history

Display Language: english

In MY LOANS, You will find the information about books from the Library that you already have in your home. It will be:

- author and title of the book,
- due date,
- Branch of the Library where You should return the book.

Loans Active loans Sort by RENEW ALL

12 loans

|   |  |  |       |   |
|---|--|--|-------|---|
| 1 | 50 wielkich mitów psychologii popul...<br>Lilienfeld, Scott O. | Due: 10.06.2022, 23:59.<br>Return to: B.Rokitnica 265754 | RENEW | ▼ |
| 2 | Psychologia szczęścia :<br>Czapiński, Janusz                   | Due: 10.06.2022, 23:59.<br>Return to: B.Rokitnica 263258 | RENEW | ▼ |

In this place You can also renew the due date of the book.

1 50 wielkich mitów psychologii popul...  
Lilienfeld, Scott O.

Due: 10.06.2022, 23:59.

Return to: B.Rokitnica 265754

 RENEW



**By clicking more by the book.**

It will show you the details about the book.

For example:

- how many times you already renew the book (You can do it by yourself 7 times)
  - the Status of the book, so for how long it can be borrowed,
  - the date when You borrowed the book from Library, e.t.c.

1 50 wielkich mitów psychologii  
popularnej :  
Lilienfeld, Scott O.

Due: 10.06.2022, 23:59.

Return to: B.Rokitnica 265754

Year: 2017

Number of Renewals: 9

Number of overdue notices: 0

Main Location: B.Rokitnica

Call Number: 265754

Loan Date: 29.01.2021

Loan Status: Active

Item Status: Not in process

Item Category Code: 01

Item Category: One month

Barcode: SUM221863

 RENEW



Renew return date

To change the due date, you have to click: *Renew*



If the operations succeed, you will see the information.

'Zdrowy brud :' was renewed. Due: 25.07.2022, 00:00 ✕ DISMISS

And next to the information about a book it will show: "Renewed"

Renewed

Psychologia szczęścia :  
Czapiński, Janusz

Due: 27.06.2022, 00:00.

Return to: B.Rokitnica 263258

Renewed



## REMEMBER!

Renewing the due date will change the date according to its Status and from the day the operations is taking (not from the previous due date).

If You want to change the due date for book with the Status of ONE MONTH and for this moment its due date is 1st of June. When You will do the Renewal in 20th of May, it will renew the due date NOT for 1st of July, but for ONE MONTH from the day 20th of MAY which will be 20th of JUNE.

## WHEN:

You will see the information:

Przedłużenie  
nieodzwolone.

That means that You can't renew the due date, because:

1. Someone else **"get in line"** for the book
2. You already **renew** the book **too many times**.
3. You can't renew a book with status Semester till the couple of weeks before the end of the Semester.
4. A book with status Academic Year can be renewed only by library employees.

Limit of renewals that you can do by yourself is **7**.

You can check it out in MY LOANS, in the details about the books.

**When You pass over the number of renewals and still want to have the book, you can go to the Library, so the librarian will help You.**



Fine and fees

### **The fines are for when You:**

- don't return books to the Library till due date (the late fee is 0,50 zł/day/item),
- loss or destroy borrowed book or extra materials for book, e.g., DVD (the fee depends on the librarian).

All details are available in the Regulations.

Access to Regulations: [Terms and conditions of using SUM Library](#)

**Fines You can pay with cash in all Branches of the Library  
or  
ONLINE - by the tab Fine and fees in the catalogue.**

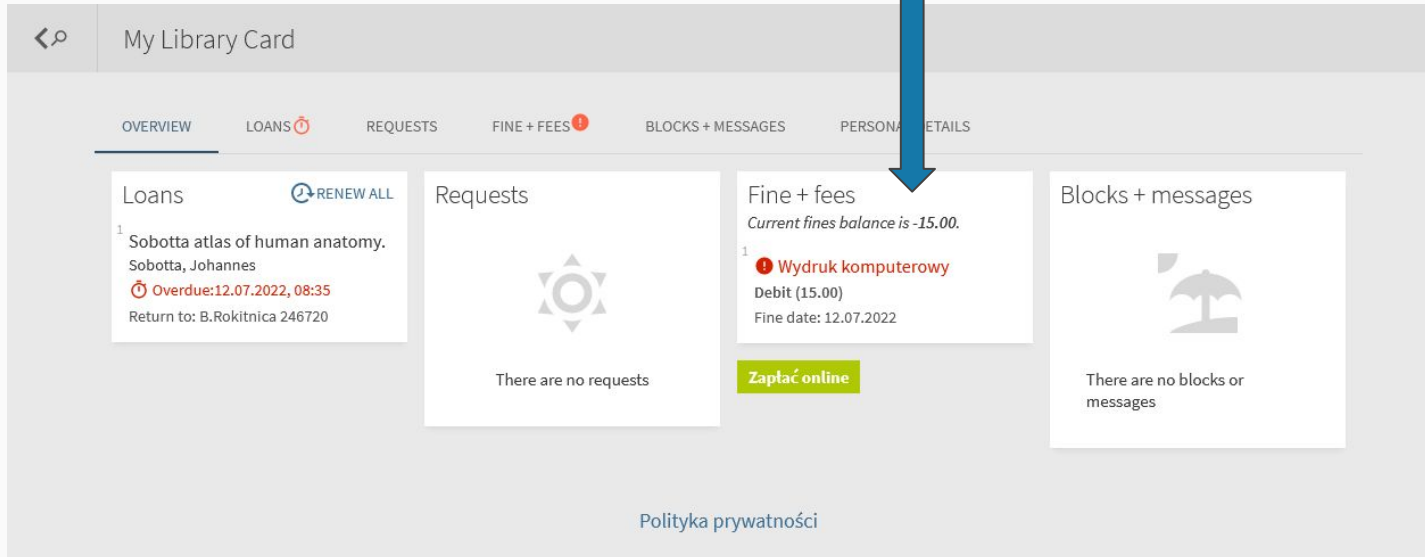
### **REMEMBER!**

Fines are blocking the possibility to borrow books and renew date of return till You pay all the fine.

# Fine, that is already on the account

If You have any fines or fees already, You should see it in  
**MY LIBRARY CARD**

in  
**Fine+fees**



The screenshot displays the 'My Library Card' interface with a navigation bar at the top containing: OVERVIEW, LOANS (with a clock icon), REQUESTS, FINE + FEES (with a red notification icon), BLOCKS + MESSAGES, and PERSONAL DETAILS. The 'FINE + FEES' section is highlighted by a blue arrow pointing from the text 'in Fine+fees' above. This section shows a 'Current fines balance is -15.00.' and a single entry: '1 Wydruk komputerowy Debit (15.00) Fine date: 12.07.2022'. A green button labeled 'Zapłać online' is positioned below this entry. Other sections include 'Loans' with a 'RENEW ALL' button and a list of items, 'Requests' with a 'There are no requests' message, and 'Blocks + messages' with a 'There are no blocks or messages' message. A 'Polityka prywatności' link is at the bottom center.

My Library Card

OVERVIEW LOANS REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

**Loans**   
1 Sobotta atlas of human anatomy.   
Sobotta, Johannes   
 Overdue: 12.07.2022, 08:35   
Return to: B.Rokitnica 246720

**Requests**   
   
There are no requests

**Fine + fees**   
Current fines balance is -15.00.   
1 Wydruk komputerowy   
Debit (15.00)   
Fine date: 12.07.2022

**Blocks + messages**   
   
There are no blocks or messages

Polityka prywatności

## When You click in FINE+FEES

My Library Card

OVERVIEW LOANS REQUESTS **FINE + FEES** BLOCKS + MESSAGES PERSONAL DETAILS

Fine + fees  
Current fines balance is -15.00.

Sort by Fine Date - Newest

|   |                    |  |  |
|---|--------------------|--|--|
| 1 | Wydruk komputerowy | Debit (15.00)<br>Fine date: 12.07.2022 |  |
|---|--------------------|--|--|

[Zapłać online](#)

[Polityka prywatności](#)

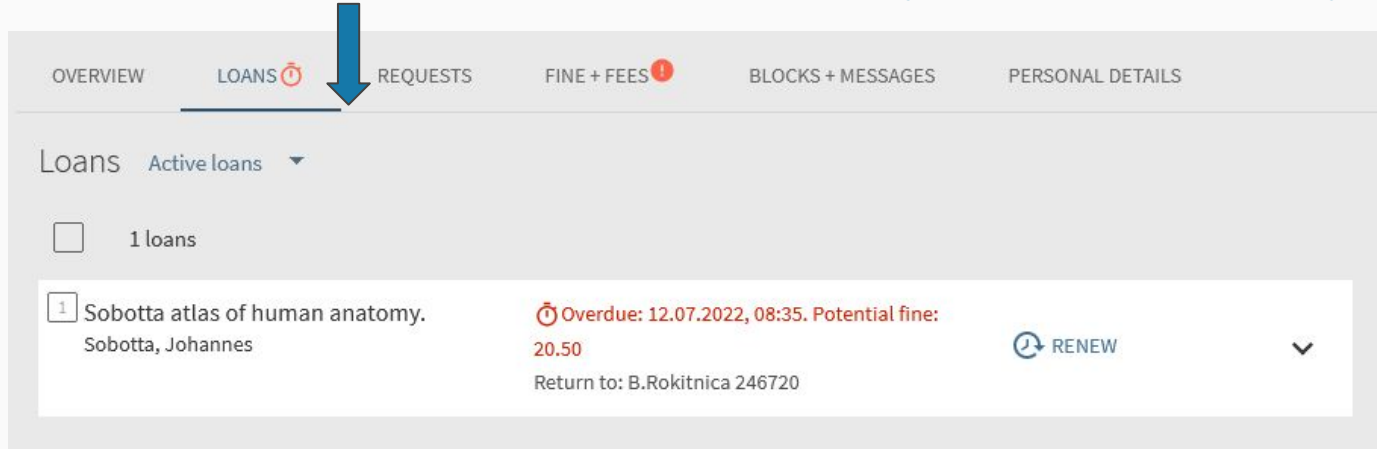
It will show You what the fee/fine is charged for.

[Zapłać online](#)

By clicking in: *Zapłać online* (eng. pay online) It will redirect you to the online payment page, where You can pay for it.

# Fine, that is on the borrowed book

It is possible that the fine will be charged on a borrowed book.  
You will see it in **LOANS** on a book that should already be returned to the library.



The screenshot shows a library system interface with a navigation bar at the top containing tabs: OVERVIEW, LOANS (with a clock icon), REQUESTS, FINE + FEES (with a red exclamation mark icon), BLOCKS + MESSAGES, and PERSONAL DETAILS. A blue arrow points to the LOANS tab. Below the navigation bar, the 'Loans' section is active, showing 'Active loans' with a dropdown arrow. There is a checkbox and the text '1 loans'. Below this, a list item for a loan is shown: 'Sobotta atlas of human anatomy.' by 'Sobotta, Johannes'. To the right of the title, it says 'Overdue: 12.07.2022, 08:35. Potential fine: 20.50'. Below the fine amount, it says 'Return to: B.Rokitnica 246720'. To the right of the return information, there is a 'RENEW' button with a circular arrow icon and a dropdown arrow.

“Potential fine” means that fine on the specific book is already e.x. 20,50 zł, but if You don't do anything it will grow.

In this situation, You can:

- return the book to the Library as soon as possible, and then pay off the fine
- or pay off the fine online and then renew the due date (if the book won't be ordered by someone else).

The Fine you can pay off in the FINE+FEES in Your Library Card.

## ATTENTION!

When the fine is on the book You have borrowed, it will not show You this amount in the FINE+FEES.

But when You click *Zapłać online* (eng. pay online)

Zapłać online

In the next step, the FINE from the borrowed book will show. And you will be able to pay it off.

|  |                              |
|--|------------------------------|
| <b>Przeterminowane nieoddane</b>       | eng.: Overdue, not returned. |
| Tytuł: Sobotta atlas of human anatomy. | Title: Sobotta...            |
| Sygnatura:                             | Signature:                   |
| Kod kreskowy: SUM200845                | Barcode: *****               |
| Termin zwrotu: 12.07.22                | Date of return: 12.07.22     |

This information is about the books with overdue.


And

After You click *Zapłać online* You will see the page with information about Your fine.

Zapłać online

On the page You will find information about all Your Fees and fines. For what it is and how much in total you should pay.

Ureguluj opłatę biblioteczną



**libsmart payment**  
SERWIS ZDALNEGO UISZCZANIA OPŁAT BIBLIOTECZNYCH

**Przeterminowane nieoddane**  
Tytuł: Sobotta atlas of human anatomy.  
Sygnatura:  
Kod kreskowy: SUM200845  
Termin zwrotu: 12.07.22

**Przeterminowane oddane**  
Tytuł: Brak informacji biblioteczej  
Sygnatura: Brak informacji biblioteczej  
Kod kreskowy: Brak informacji biblioteczej  
Opis: Inna

**Do zapłaty: 35.5 PLN**

Przejdź do następnego kroku

Rezygnuję

## Total of all Fees+Fines



**Do zapłaty: 35.5 PLN** eng.: To pay.

Przejdź do następnego kroku

Rezygnuję

By clicking: *Przejdź do następnego kroku* (eng.: Go to the next step)

Przejdź do następnego kroku

**It will redirect you to the online payment page.**

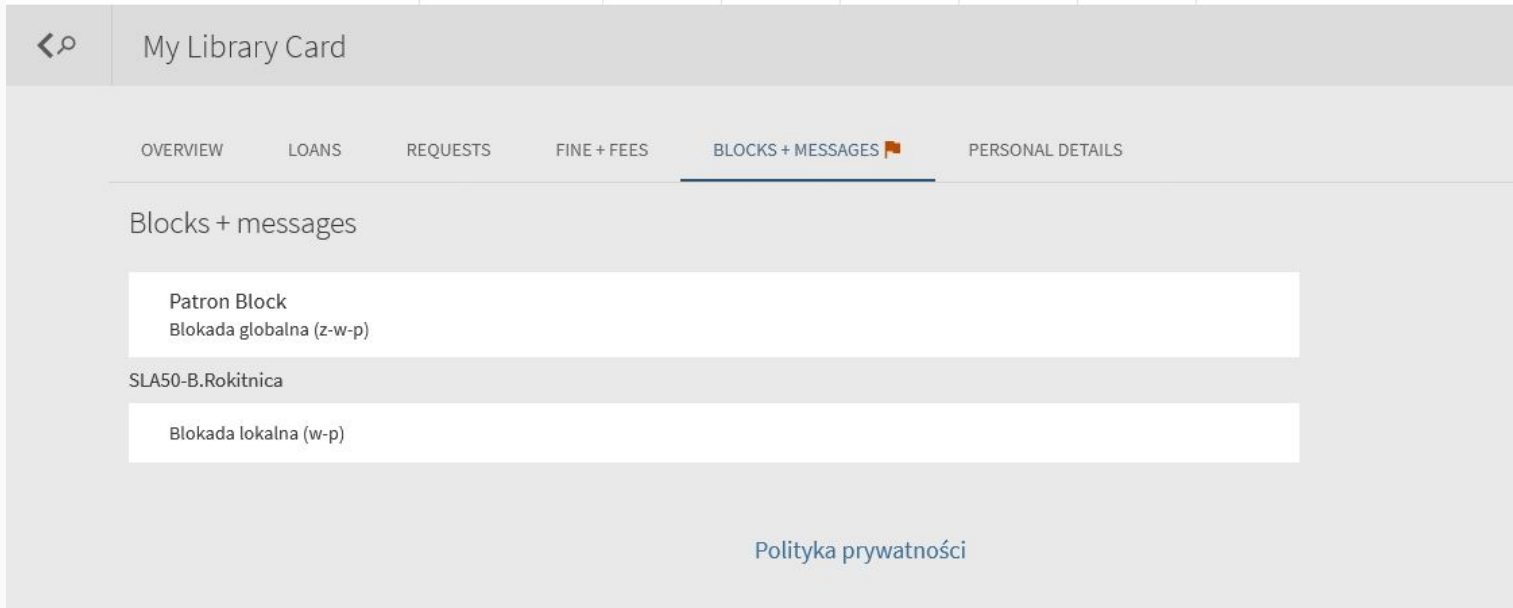


**After you make the payment, and you want to renew the due date of the borrowed books, You should open Your Library account and do the renewal.**

**Remember! In this situation, You have to make the renewal. Because the first time will change automatically the due date just for the end of the day.**

**If You will not be able to make the renewal by yourself — contact the Library!**

# Blocks and messages



In **BLOCKS + MESSAGES**, You will see any operations that block actions on your account charged by SUM Libraries. A blockade may be charged when you change your personal data, you are really late with the return of the item, or you do not pay penalties. Blockades allow employees to verify your activities related to the Library.

# Visit in the Library

## Before going to a selected Department of the SUM Library:

1. Make sure you have **placed the order** and **received information about the reservation**.
2. **Check** the **opening hours** of the Library Branch **you are going to** that day.
3. **DO NOT FORGET** your **student ID** — it is necessary for borrowing an item.
4. You must pick up the orders **PERSONALLY**.
5. If you **plan to pay a library fine** or **use the photocopying services** at the Library, try to bring the **calculated amount of cash**. ([Price list](#))
6. Remember that you take responsibility for the borrowed library materials, respect them so that they can be used by other users.
7. When returning items, check that you have not left sticky notes, notes, bookmarks, or private documents in it.

Returns of your loans

Books are returned to the library counter of a given Branch Library or through a book trezor / drop-off slot.

Slots are located near the buildings:

- Branch in Katowice-Ligota with a Reading Room in Katowice and Bielsko-Biała
  - Branch Library in Sosnowcu,
  - Branch Library in Zabrze-Rokitnicy.

**You can also make a return after working hours.**

The books from the account will not be returned until the next working day.

The return does not have to be made in person, and no student ID is required.

After the return, check your Account to verify that all items that you returned have been removed from MY LOANS on Your Library Account.

In case something isn't correct, please contact the Library.

# The Reading Room



## **Each SUM Library Branch offers the possibility of using the collections in the Reading Room.**

To use the Reading Room, you have to:

1. Report to the Librarian for registration.
2. Leave your outerwear and bags in an available locker-room. (You will get the key)
3. Inform the employee if you are bringing your materials or equipment.
4. Try not to disturb other users.

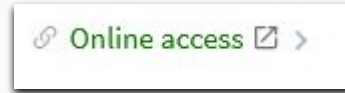
You can use the collections available in the Reading Room and the equipment in the Library.

In case of any problems or questions, please contact the Librarian.

Remote access

The PROXY service allows remote access to online collections.

So when you find an item with a tag in the library catalog: Online access



**You can even view it at home.**

To find out how exactly this service works, visit the website:

**[Remote access](#)**

The PROXY service allows you to use Online Databases and Journals available within the SUM network.

Access: **[Databases, e-journals](#)** and **[Find e-Book](#)**

Contact and opening hours

# SUM Branch Library in Katowice-Ligota

18 Medyków Street  
40-752 Katowice-Ligota

## Opening hours

Monday – Friday  
7.30–19.30

Saturday 8.00–15.00

## Contact

Phone number: +48 32 208 84 89  
biblig@sum.edu.pl

## Reading Room in Katowice

14 Warszawska Street  
40-006 Katowice  
First floor, room 2.11

### Opening hours

Monday – Friday  
7.30–19.30

### Contact

Phone number: +48 32 208 35 62,  
+48 32 208 35 20

bibudos@sum.edu.pl  
czytinfo@sum.edu.pl

## Reading Room in Bielsko-Biała

45 1 Dywizji Panczernej Street  
43-382 Bielsko-Biała  
Third floor, room 313

### Opening hours

Monday – Thursday  
7.30–17.00

Friday  
7.30-15.30

### Contact

Phone number: +48 32 208 88 98  
bibiel@sum.edu.pl

# SUM Branch Library in Zabrze-Rokitnica

19 Jordana Street  
41-808 Zabrze-Rokitnica

## Opening hours

Monday – Friday  
8.00-15.00

## Contact

Phone number: +48 32 275 51 83,  
+48 32 275 51 16

[bibrok@sum.edu.pl](mailto:bibrok@sum.edu.pl)  
[bibzab@sum.edu.pl](mailto:bibzab@sum.edu.pl)

## Reading room in Zabrze

2 Tragutta Square  
41-800 Zabrze  
III floor, room 302

## Opening hours

Monday – Friday  
7.30–19.30

## Opening hours

Phone number: +48 32 370 52 59

[zabczyt@sum.edu.pl](mailto:zabczyt@sum.edu.pl)

# Branch Library of the SUM Library in Sosnowiec

Ostrogórska 30 Street  
41-200 Sosnowiec

## Opening hours

**Circulation Desk**  
Monday – Thursday  
7.30–19.30  
Friday 7.30-15.30

**Reading Room**  
Monday – Friday  
7.30–19.30

## Opening hours

**Circulation Desk**  
Phone number: +48 32 364 14 50

**Reading Room**  
Phone number: +48 32 364 14 52  
[bfarm@sum.edu.pl](mailto:bfarm@sum.edu.pl)

You are very welcome to use the library!