

ROOM READING AND PUBLICATIONS LOAN

The publications in the reading rooms can be consulted in the library and/or borrowed: Copies available for reading in the library are marked with a **red label** (REF) placed on the publication; Copies available for loan are marked with **green label** (ITZ, ITS, ITM, ITL);

The doctoral thesis are stored in the Library Warehouse and can be read in "Victor Slavescu" reading room.

PhD thesis and unique publications are not available for photocopy in accordance with the library regulations.

The Copies available for loan have allocated in the integrated library system TINREAD the following types of loan depending on the number of copies and the degree of request:

- ITZ – 3-day loan;**
- ITS – short-term loan 7 days;**
- ITM – 15-day loan;**
- ITL –30-day loan;**

Ebooks

The online catalog has a specialized component that allows the consultation of books in electronic format attached to the bibliographic record. Ebooks can be found in the catalog according to the subject criteria: *carte electronica*. The courses available online have assigned the subject: *cursuri online*.

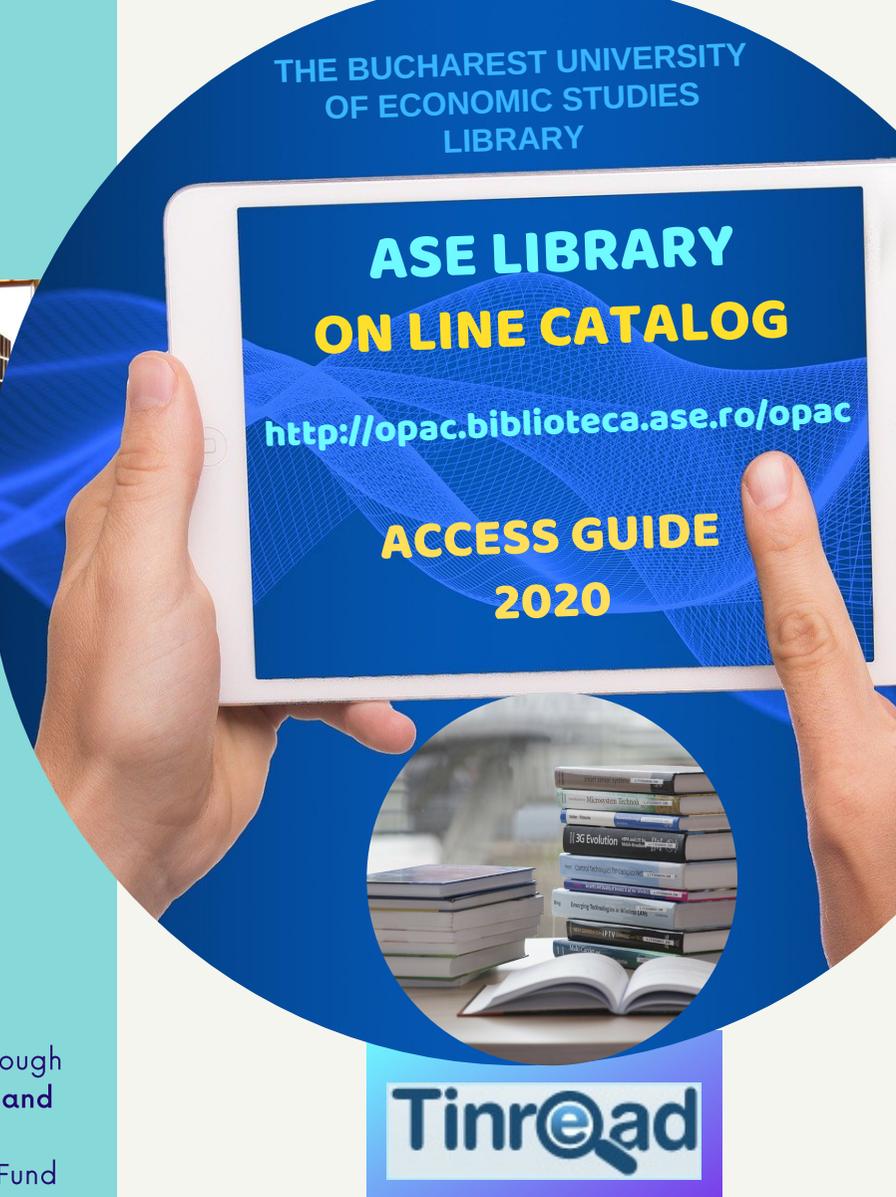
The online catalog allows interface language selection: Romanian or English



Integrated library system purchased through Partnership project for modernization and reorganization of library services co-financed from the European Social Fund through the Human Resources Development Program 2007-2013.



This guide is available on the ASE Library site: <http://www.biblioteca.ase.ro/index.php/servicii/tutoriale>



The online catalog helps you identify bibliographic information for publications in the ASE Library collections.

Library users have access to information about the location of publications in the library, the availability of copies and the library call numbers.

Searching for publications in the ASE Library online catalog can be done in several ways:

Simple Search

Enter in the search field one or more words or a name, year, call number (Title or word in the title, Author, Subject, Publisher, Year of publication, Publication call number, ISBN, ISSN, etc.) and access the Search button.

Users have several search options:

bibliographic level (book, serial, analytical, collection), *type of material* and *location of the publication* in the library.

Once a search is done, the users have the possibility to *refine the results* by selecting the different refining criteria displayed on the left side of the screen: the author name; place of publication; publisher; year of publication; the language of the document; location etc.

The search results can also be *sorted* in ascending or descending order, according to several criteria: relevance, person name, subjects, authors, year of publication, place of publication, language, publisher, title, Dewey classification, evaluation, ISBN / ISSN etc. The *display mode of a search* can be chosen from three options: content, list, covers.

To *navigate between the results pages* click on the active link "Page ... from ...", choose the page, then select "Ok".

To select all records displayed on a page click the button  Individual titles can be selected by click on the button  to the left of each title.

Depending on the specific of the reading rooms, there are **2 types of call number**: 658 CONm (*Dewey Call number* for the publications available in the reading rooms with bookshelf access) and 108945 (*topographic call number* for the publications available in the Library warehouse or borrow centers).

Advanced Search

Allows you to search the publications by combining maximum three search criteria using Boolean operators:

"AND", "OR", "AND NO".

Example: If we want to find books that contain the word "*management*" in the title, written by *Nicolescu, Ovidiu*, published in 2001, the following search will be performed: *Advanced search*: First criterion: *All titles: Management* AND Second criterion: *Authors (All): Nicolescu, Ovidiu* AND Third criterion: *Year of publication: 2001*.

To display the complete bibliographic details of a certain title, the distribution of the copies in the library and their availability click on the found title. In Advanced Search, the system offers the possibility to search in external sources (Sources Z39.50: BN France, LOC, OCLC, OXFORD LIBRARY, TINREADD, TULIPS; Voyager 2 and Google Books).

Expert search

Allows complex searches with the help of Boolean operators. The fields and the logical operators can be accessed from the left of the interface.

When accessing a field or operator, it will be copied to the information entry area, then you can fill the search term immediately to the right of the criterion and access the Search button.

Browse

Allows searching by two criteria, titles and authors, and the navigation between results pages.

Interactive services

The online catalog offers the following features: printing publication bibliographic details, sending by E-mail, or export them.



Some services and features are only accessible through **login** with the **IDM account username and password**: My account, **Online forms** (Request bibliographical assistance, Others. Ask Librarian, Recommends for acquisitions, Suggest Interlibrary Loan, New Request/Solicitare nouă, Book a Place/ Rezervă loc), Saved searches, Personal lists, Reservations, Recommendations, Transactions, Loans, Holds, Overdues, Penalties, Lost, Claims Return, Library activity history, Messages).