

What can be ordered in BIBSYS Ask

- Literature from closed stocks - marked e.g. *UBBDEP*, *UBBMED Mag*
- Library users at branch libraries in the center of Bergen may order from the Medical or Dentistry Library and vice versa
- Students and staff may order study or research related literature which is not held by University of Bergen Library

How to order books

- Search for the item in BIBSYS Ask
- Click the title
- Select [[Order/Reserve](#)]
- Fill in Patron ID and your surname
- Click [[Submit order/Reservation](#)]

The books will be send to your branch library. You will get an e-mail when the document is ready to collect.

If you order a document that is on loan, a reservation will be registered for you

Tips:

If you are **logged on**, your user information will be filled in automatically

You may order **several documents** from the basket


How to order article copies

You may order article copies from journals which your branch library does not hold

- Check for E-journals and Printed journals
- Search for the journal title. You cannot search the author name of a journal article
- Click the journal title
- Select [[Order/Reserve](#)]
- Fill in necessary information about the article
- Fill in your personal Patron-ID, your surname and the payers patron ID
- Click [[Submit order/Reservation](#)]

For orders with patrons payers ID the article will be sent to you at the University.

Patrons, who pay for the article at the circulation desk, will get an e-mail when the material is ready to collect at the library.

Tip: From some article databases there is a connection directly to full text or article ordering. Use the button 

Do you have questions, please contact the library

<http://uib.no/ub>



UNIVERSITETET I BERGEN

BIBSYS Ask

How to find Books and Journals

University of Bergen Library
December 2011

BIBSYS Ask

BIBSYS Ask contains information about books, journals, musical notes and other documents in most of the research and special libraries in Norway. You may limit your search to the holdings at the University of Bergen Library.

Shelf Arrangement

Most of the documents are placed in open stocks. Books are arranged in subject categories. Loans must be registered at the library. A loan period is usually 4 weeks.

Journals are arranged alphabetically according to journal title. Journal issues are not for loan, but articles may be copied in the library.

Electronic documents are available from the network of the University of Bergen and Haukeland University Hospital.

Access

BIBSYS Ask is freely available from the University of Bergen Library's homepage: <http://www.uib.no/ub/en>

Search in BIBSYS Ask

Search fields: You may specify your search by selecting Author, Title, Subject or other fields.

To combine search fields, use **and**, **or**, **not**.


You may limit your search to different document types such as E-journals or Dissertations.

Truncate with * or ? to find words with same root but different endings.

Select **Sources** from the menu bar to search only the collections at the University of Bergen Library (Universitetsbiblioteket i Bergen).

Confirm with 

 displays the BIBSYS **help** file

 Select **Settings** for the present session: Layout language, hits per page, or sorting criteria.

Search Results

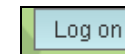
You will get a list of documents according to your search words. You can see the full reference by clicking the document title.

If you use a computer connected to the University of Bergen, you will see the document location. To see the holdings in other libraries, select the **All libraries** tab.

Send to EndNote, RefMan, and others: You may send document descriptions from BIBSYS Ask to reference management systems.

Add to basket: You may add selected documents to the **basket** and order several documents simultaneously.

Log on



You need to log on to:

- Renew your loans
- Display an overview of your current requests and loans
- Order documents without having to fill in user information

Students and staff at UiB may log on using FEIDE (a common electronic register). Type in your regular username and password, and select your home organization.

Other users enter their patron ID and password from BIBSYS.