

User guide - e-catalogue of the library of Estonian Business School

<http://www.lugeja.ee/>

Available on the website of Estonian Business School (EBS) - <https://ebs.ee/en/library> - Library - E-catalogue

E-catalogue of EBS Library is available via the web-based system URRAM which contains records of items stored in many Estonian libraries. The catalogue contains records of items stored in the library and in the reading room. The subject words in the catalogue are in Estonian and English. More detailed manual - https://www.lugeja.ee/pic/lugejaportaali_juhend_EN.pdf

SEARCH

Choose the English version of the e-catalogue. Click on the tab **Catalog** to find records of books, periodicals, and Bachelor's, Master's or Doctoral theses defended at EBS, etc.

Basic search

1. Click on the tab **Catalog**.
2. Type the subject word or phrase in the search field.
3. Choose the EBS Library collection from the **Libraries** drop down menu - type the word *EBS* and choose *EBS Raamatukogu*.
4. Click on **Search**.

Advanced search

1. To narrow your search choose **Advanced Search**.
2. Select a specific search field:
 - **Includes all words / Includes word** - allows to search on specific word(s), retrieves records containing all search terms.
 - **Includes phrase** - retrieves records containing the exact phrase.
 - **Without the words** - retrieves records that do not contain specific word(s).
 - **Author** - type the name of the author, translator, editor, etc in the field.
 - **Title** - type the title of the item or part of it in the field.
 - **Subject term** - to find items on specific topic type the subject word in the field – e.g. *bachelor's theses*
 - **Publication year** - to find items published on specific year or period type the years in the search field - e.g. type *2011-2011* to find the items published in 2011 or *2011-2014* to find the items published in last four years.
3. Limit your results by:
 - **Language** - e.g. *English* to find the items published in English.
 - **Type** - e.g. *Manuscript* to find the theses defended at EBS that are available in the archive of EBS or *Online publication* to find theses which are available electronically.
4. Choose the **EBS Library** collection from the **Libraries** drop down menu - type the word *EBS* and choose *EBS Raamatukogu*.

5. Click on search icon.
6. To start a new search or define new search terms click on clear icon.

Example

Advanced search

You would like to find all the books written by Philip Kotler in English available in EBS Library.

Choose **Advanced search**. Type the name of the author *Kotler Philip* in the field **Author**.

Choose **Language** - *English*. Choose **Type** - *Printed book*.

Choose the EBS Library collection from the **Libraries** drop down menu - type the word *EBS* and choose *EBS Raamatukogu*.

Click on **Search**.

The screenshot shows the EBS Library Advanced Search interface. The search form is filled with the following information:

- Author: Kotler Philip
- Title: (empty)
- Keyword: (empty)
- Year: (empty)
- Series: (empty)
- ISBN: (empty)
- Includes all words: (empty)
- Includes word: (empty)
- Includes phrase: (empty)
- Without the words: (empty)
- Language: English
- Type: Printed book
- Libraries: EBS Raamatukogu

The search button is visible at the bottom right of the form.

SEARCH BY KEYWORDS (THESAURUS)

The list of keywords (thesaurus) displays the subject words that occur in the records (<https://ems.elnet.ee/index.php>). Number after the word in brackets shows records related to specific subject word. The subject words in the e-catalogue of EBS Library are in Estonian and English.

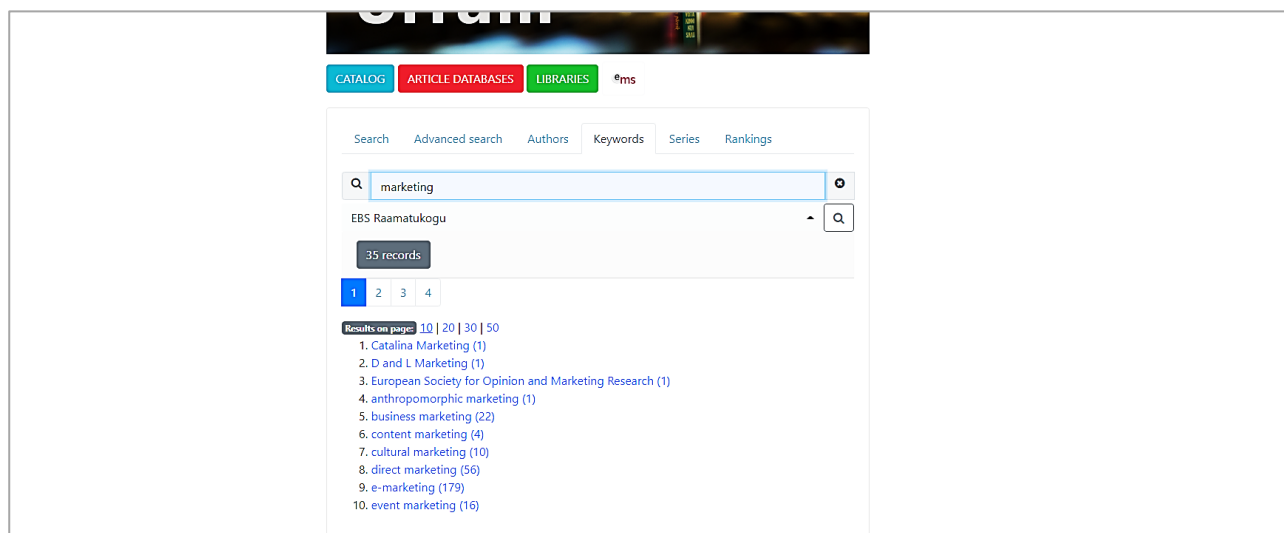
1. Choose **Keywords**.
2. Type the subject word or part of it in the field.
3. Choose the **EBS Library** collection from the **Libraries** drop down menu - type the word *EBS* and choose *EBS Raamatukogu*.
4. Click on **Search**.
5. Screen displays the list of subject words containing your search term in alphabetical order, 10 results per page. To see more results on the same page choose the suitable number from the row **Results on page**. To see the other pages click on the page numbers on the upper left corner of the result list.
6. Click on the suitable subject word to see the list of items related to your search.

Example

You would like to find the subject words on marketing from the list of keywords.

Type the word *marketing* in the search field.

Choose the EBS Library collection from the **Libraries** drop down menu - type the word *EBS* and choose *EBS Raamatukogu*. Click on **Search**.



RESULTS

1. Screen displays the item entries relevant to your search term, 10 titles on the page. To see more results on the same page choose the suitable number from the row **Results on page**. To see the other pages click on the page numbers on the upper left corner of the result list.
2. Results can be sorted by relevance, title, author or year. Choose the suitable option from the row **Sort**.

3. To compile a list of selected titles tick the box on the left side of the title. Click on the printer icon on the top of the results page. A pdf-file with the list of selected titles will open. You can print it or save it to your computer.
4. Click on **Read more!**
5. The entry displays the detailed data of the item - author, title, imprint, keywords in Estonian and English, etc.
6. The link of the text of the item (if available) is located on the last row of the entry - **Electronic location**. Click on the link to open the text of the item.
7. Click on the link **Occurring** and choose **EBS Raamatukogu** below the entry to see the number and location of the copies of the items:
 - department **Raamatukogu** - the item is available in the library (I floor, room 162A).
 - department **Lugemissaal** - the item is available in the reading room (II floor, room 234).
 - department **Arhiiv** - thesis is available in the archive of EBS, thesis can be ordered from the archive in the library or the reading room or via e-mail raamatukogu@ebs.ee.
8. The status of each copy of the item:
 - **In house use** - the copy of the item can be used only on the spot in the reading room, it cannot be lent out.
 - **Present** - the copy of the item is available.
 - **Loaned** - the copy of the item is lent out, due date for return is indicated in brackets.
 - **Reserved** - the copy of the item is reserved to a specific person, it can be borrowed only by him/her (for 5 days).

Example

The screenshot shows the EBS Library search results interface. At the top, there's a navigation bar with 'Main page', 'Log in', and a user icon. On the right, language filters for 'EST', 'ENG', and 'RUS' are visible. Below the navigation bar, a search bar contains the number '1'. A pagination bar shows numbers 1 through 10 and a total of 66 results. Below this, a 'Sort:' dropdown is set to 'Title', and 'Results on page:' is set to 10. The main content area displays a list of search results, each with a checkbox on the left, a book cover image, the title, author, year, and a 'Read more!' link on the right. The results shown are:

Checkbox	Book Cover	Title	Author	Year	Read more!
<input type="checkbox"/>		10 answers to contemporary market research questions /		2012	Read more!
<input type="checkbox"/>		50 essential management techniques /	Ward, Michael	1998	Read more!
<input type="checkbox"/>		A genie's wisdom : a fable of how a CEO learned to be a marketing genius /	Trout, Jack	2003	Read more!

FOR THE READER

You can log in to the e-catalogue with your ID-card, Mobile-ID or username and password. Usernames and passwords can be obtained in the library or the reading room.

Users can:

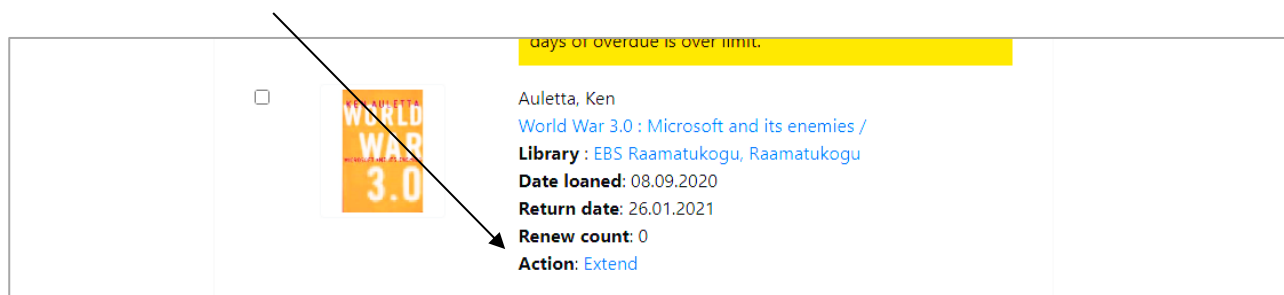
- look at their personal data.
- see their present and earlier loans.
- extend their loans.
- reserve the item or add yourself to queue.

1. The tab **Log in** appears on the opening page of the e-catalogue.
2. To see your earlier loans click on **Previous loans**.
3. Click on **Action: Extend** to renew the due date of item. The next renewals can be made only in the library, by phone +372 665 1307 or by e-mail raamatukogu@ebs.ee.
4. If the item has a queue the due date for return cannot be renewed.
5. To reserve the item on your name find the required item in the e-catalogue. Click on **Reserve** below the entry of the item. You can also add yourself to queue for items that are lent out. When the item is returned to the library the program will automatically send a reminder on the reader's who is on queue a e-mail. The item is held reserved in the library for 5 days.
6. To see your personal data or to change the password click on **EBS Raamatukogu - My data** in the end of the **Reader** tab. The password should contain at least 6 symbols, incl capital and small letters and numbers.
7. Click on **Log out** to log out of the e-catalogue.

Example

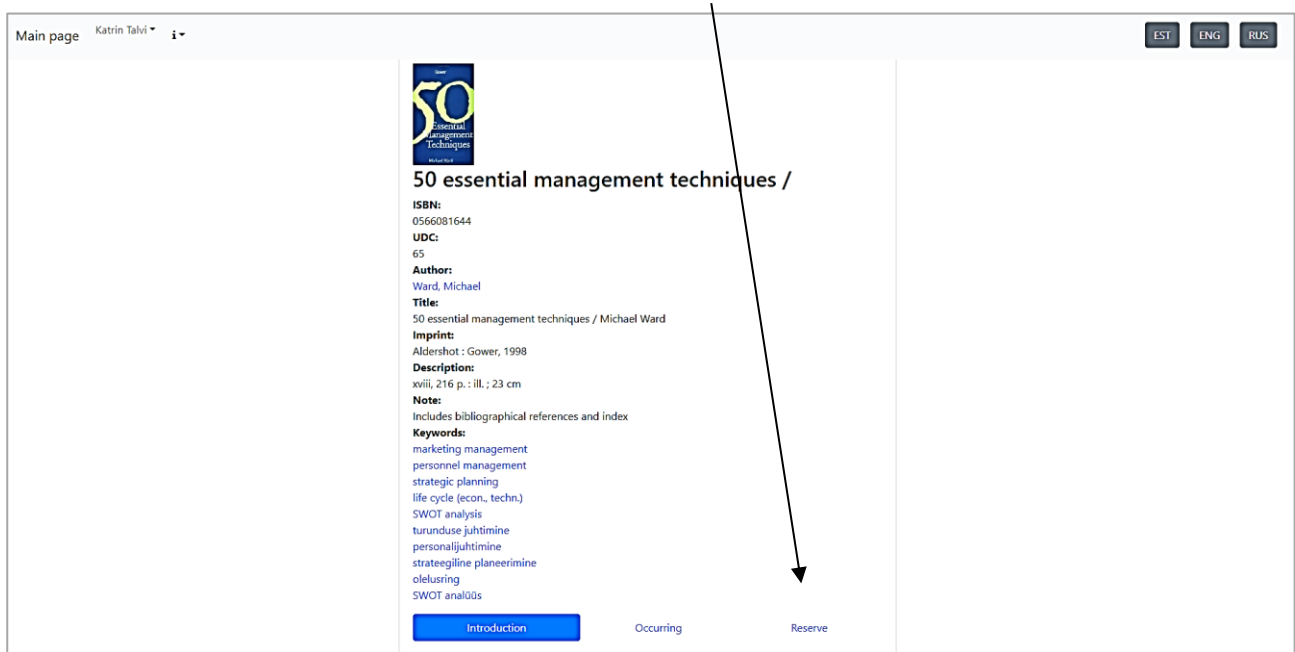
You would like to extend the due date of item.

Click on **Action: Extend**.



Example

Find the required item from the e-catalogue and click on **Reserve**.



Should you have any questions contact the library or the reading room.

EBS Library

Phone +372 665 1307 – Library

Phone +372 665 1308 – Reading room

E-mail raamatukogu@ebs.ee

<https://ebs.ee/en/library>