



Berner Fachhochschule
Haute école spécialisée bernoise
Bern University of Applied Sciences



BFH Facts – Business Library

- ▶ Business School



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BFH Facts: Business Library

Team and Library

Use: Registration, User Account, Borrowing,
Ordering, Returning
Research and Courses

Team

Georg Graf, Library
Service Manager



Rosario Sanchez-
Gehrig, Consultant
for Information and
Documentation



Livia Kreuzer,
Consultant for
Information and
Documentation

Library and Workplaces





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Research

Online Resources

Registration, User Account

- ▶ Can I use my BFHcard as a library user card?
- ▶ Do I have to register or am I already registered?
- ▶ How do I validate my registration?

Registration, User Account

- ▶ A once-off registration is required that is free of charge.
- ▶ You need to apply for one If you don't yet have an IDS user ID, online: <http://www.nebis.ch/eng/> -> Registration form
- ▶ Afterwards present yourself at the and show your BFHcard to validate your registration.
- ▶ When you register, you acknowledge and accept the Library Regulations. When you have done this, you are registered and can use the library services as well as the self-checkout system.

New users



- Please fill in this form with your personal data. Choose your home library (the NEBIS library which you use most often). The system will give you a user number.

Existing users of an IDS library

- Existing users of any of the IDS libraries Zurich University, Basel, Bern, Lucerne, St. Gallen or SGBN/Vadiana do not need to re-register. Their user cards are also valid for NEBIS.

In both cases, please contact your home library to validate your registration.

* Mandatory fields

Family name(s):	*	<input type="text"/>
First name(s):	*	<input type="text"/>
Address (including postcode and town):	*	<input type="text"/> <input type="text"/>
Birth date:	*	<input type="text" value="00000000"/> (yyyymmdd)
Gender:		<input type="text"/>
		I wish to receive all notices by e-mail. (This service is not provided by all libraries.)
e-Mail:		Please fill in your current Email address
		Please note, that your e-mail address should contain no diacritics/special characters, e.g. umlauts, brackets, etc. If you would like to receive all notifications by postal mail, please do not enter your e-mail address.
Telephone (1):	*	<input type="text"/>
Telephone (2):		<input type="text"/>
Telephone for SMS service: 		I would like to be notified by SMS whenever a requested document is ready for collection in a library which offers this form of notification. <input type="text"/>
Home Library: 	*	<input type="text" value="BFH-W (Bern)"/>
Category:	*	<input type="text" value="Students"/>
Language of correspondence:		<input type="text" value="English"/>
Enter Password:	*	<input type="text"/> (max. 20 characters)
Verify Password:	*	<input type="text"/>
User rules and regulations:	*	<input type="checkbox"/> I hereby accept the user rules and regulations (see below).
		<input type="button" value="Go"/> <input type="button" value="Clear"/>

Registration, User Account

- ▶ Once registered and then validated at the Library Service Desk, log into your user account online to order books.

Library Users

except members of ETH Zurich / EPF Lausanne

User-ID or card number

Password

Enter barcode number of your BFHcard

Login

- ▶ Use the personalisation features (language settings and e-Shelf).
- ▶ Your loans, orders and any reminders, fees and messages are listed in «My account».
- ▶ You can amend your personal data (address etc.) under «Personal settings». Please enter your current Email adress.

Borrowing and Ordering

- ▶ Use of the Library
- ▶ Ordering, Collecting Ordered Items
- ▶ Delivery by Post to home address (CHF 12.-)
- ▶ Self-checkout of Items
- ▶ Loan Periods
- ▶ Book Return Box
- ▶ 24/7 BFHcard Access

Use of the Library

- ▶ The library is primarily available to students, lecturers and research scientists of Bern University of Applied Sciences. The library is therefore a study library as well as a research library. All users have full access and borrowing rights to the library's books and journals.
- ▶ The following items can be consulted and photocopied on the premises but cannot be borrowed:
 - Reference copies of course books (marked with a yellow label)
You can find copies of them in the catalogue to be borrowed.
 - Latest issues of journals
 - Reference collections
 - Semester course books

Ordering and Collecting Ordered Items

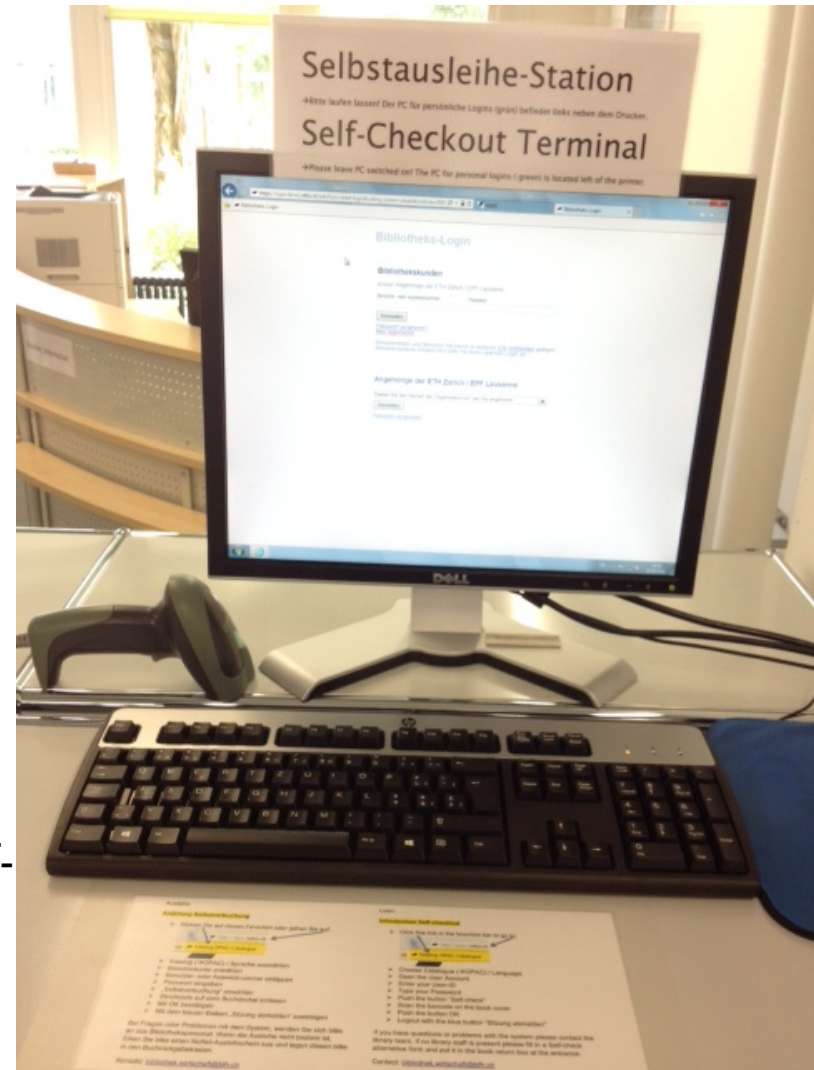
What can you order on your own?

- ▶ You can order books from 50 libraries within the Nebis lending network and collect them at the Library Service Desk during the opening hours.
- ▶ You can order items directly in www.nebis.ch → "Locations & Request"
- ▶ Please ask us, when you like to order books from "Zentralbibliothek Zürich". They have a very large book stock.

- ▶ In Berne exists a second library network. In the metacatalogue www.swissbib.ch you can research simultaneously in Nebis.
- ▶ Items ordered through the IDS Basel Bern Catalogue from public libraries in Berne must be collected in person from the library in question (e.g. *Bern UB Münsterergasse*)
- ▶ Collection: University of Bern Main Library (Bern UB Münsterergasse 61)

Self-checkout of Items

- ▶ Self-checkout means that you can loan by yourself. This is only possible when your registration was validated at the library desk. Then you can check out books by yourself at the desktop next to the library entrance. In front of the desktop you will find a detailed step by step instruction that will guide you through the self-checkout process.



Loan Periods

- ▶ The loan period is four weeks. If no reservation is placed on a book after the first 4 weeks, the loan period is automatically renewed twice by 4 weeks a time.
- ▶ **Renewals:** After that, you can renew your documents three more times [via your user account](#) (or by calling +41 31 848 34 59). A renewal is only ever possible if the item has not been reserved.
- ▶ **Reservations:** You can reserve books currently on loan in the catalogue, under Locations & Request or Loan. Postage: duration of 2-4 days (only in Switzerland)
- ▶ **Reminders:** After expiry of the loan period and one free reminder, you will receive reminders that are subject to charge. See terms of use: https://www.bfh.ch/en/service/libraries/terms_of_use.html

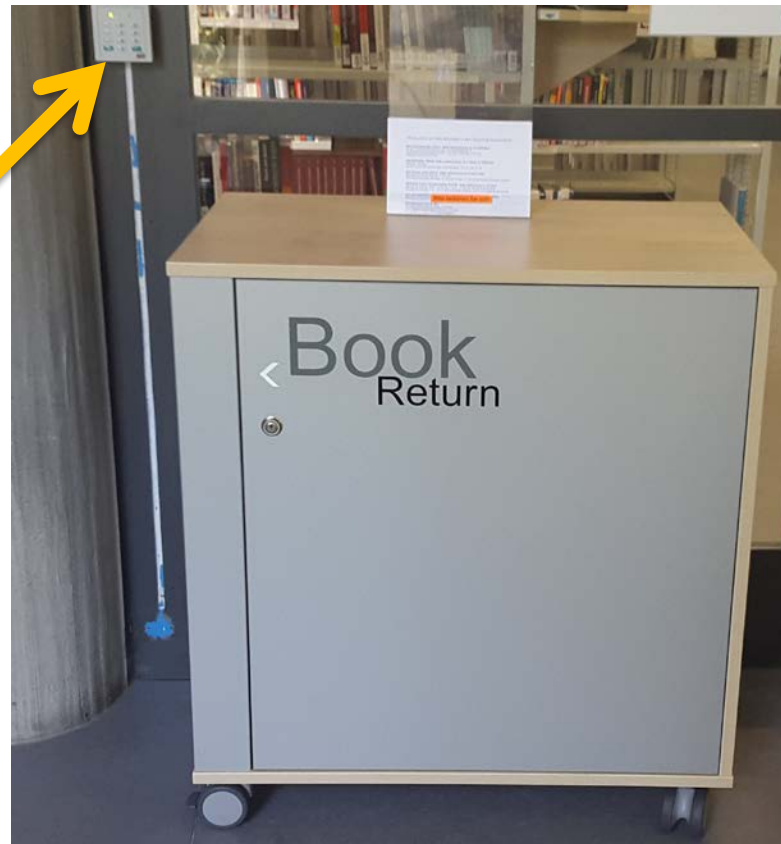
Book Return Box

- ▶ Next to the library entrance you find a book return box where you can return books even if the library desk is not occupied.



24/7 BFHcard Access

- ▶ The library, as well as the whole BFH campus, is accessible 24/7 with your BFHcard. You find the card reader next to the book return box.





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Library Catalogue

Research I, II

Online Resources

Library Catalogue

- ▶ Inventory
 - ▶ Books and periodicals (lendable)
 - ▶ Dissertations (lendable)
 - ▶ Semester and mandatory reading materials (non-lendable, for use inside the library)



Research I

How to search for books in the library catalogue and locate them:

▶ <http://recherche.nebis.ch/>

Use the code 'n07' after the keywords if you want to search only in the BFH library



[User Account](#) | [Preferences](#) | [Guided Search](#) | [Help](#) | [Logout](#)

[Results List](#) | [Search History](#) | [Browse List](#) | [Basket](#)

[Search](#) | [Advanced Search](#) | [Expert Mode](#) | [Browse](#) > [Journal Titles](#) > [Locations](#) > [Subjects](#) > [ISBN](#)

Keyword search:

Keywords in all fields
Keywords in all fields including table of contents
Title contains keywords ...
Author/corporate name contains keywords ...

principles of microeconomics n07

Go

Examples:

frisch andorra
frisch andorra
anthropolog? china
(herz or cardio?) and therap?

Browse:

Author/Corporate name beginning with...
Title beginning with...
Journal title beginning with...
Subject term NEBIS (G,E,F) beginning with...

Go

Examples:

frisch m
frisch max
schweizerische afrika gesellschaft
conference on acid rain

Tip: Author names - last name first

Research II

Author/-ess (p.)	Mankiw, N. Gregory
Title	<u>Principles of microeconomics</u> / N. Gregory Mankiw
Edition	5th ed., International ed.
Imprint	Mason, Ohio : South-Western, Cengage Learning, 2009
Descr.	519 S. : Ill.
Portion of Title	<u>Microeconomics</u>
ISBN	0-324-59464-X 978-0-324-59464-5
All Holdings	All items
Library	BFH-W (Bern) QC 100 MANK 2009 Freihandbereich 
GND Subject	Mikroökonomie
Sys. no	010310282



Online Resources

- ▶ Electronic periodicals library (EPL): <http://rzblx1.uni-regensburg.de/ezeit/search.phtml?bibid=BFHH&colors=7&lang=en>
- ▶ E-books: Can be downloaded at the research stations in the library or in the BFH network (WLAN bfh) or via VPN with your BFH login.
- ▶ E-Library: The Universities of Applied Sciences subscribed to approximately 60 specialized research databases in various fields through the Consortium of Swiss Academic Libraries. All students and employees of the universities of applied sciences have free access to these databases on the university campus(BFH login).
- ▶ <http://www.wirtschaft.bfh.ch/en/campus/library/tabs/elibrary.html>



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Many thanks for your interest.

Do you have any more questions?

Check our website: wirtschaft.bfh.ch/bibliothek

Furthermore, we (the library team) will be pleased to help if you have any questions or problems. Come and see us, give us a call (+41 31 848 34 59) or send us an email 😊

bibliothek.wirtschaft@bfh.ch