

Instructions, how to use electronic catalogue HIP:

Search according to:

Author

Title

Topic

Publisher or series

Searching according author:

The easiest way to find the book is to use author`s name and surname.

Fill out free spots, using defined name and surname, but it is important to keep original spelling.

If sought book is written by more then one author, we should select option "author - keyword (autor - słowo kluczowe)".

Searching according to title:

If we know exact title of book, we should select option "title alphabetically (tytuł alfabetycznie)", we must write first words, keeping original spelling.

If we know approximate title, we may choose option "titles – keyword (tytuły – słowa kluczowe)" and write several words related to title.

Searching according to topics:

If we don't know title and author, we have to determine book`s topic and stories related to sought book: We must set keyword (słowa kluczowe).

We select option "keywords alphabetically, (hasła przedmiotowe alfabetycznie)" and we should write all possible keywords, using similar words, (verbs, nun, adjective.)

Searching according to publisher or series:

There is possibility to search defined book, directing on publisher and series number.

Important final comments:

After you find applicable book, go to precise description. If it is proper sought book, you must check book localisation (lokalizacja), whether is placed in Main Library or Photography Department Library? Second significant matter, we must check kind of collection, if desired book is placed in warehouse or reading room, (if reading room, you should look for yourself, searching shelves).

Third, you have to check borrowing rules, related to books, whether you may borrow book outside, eider for one week or reading on the spot.

The last action is filling out form, using Book`s reference number, with title and author including.