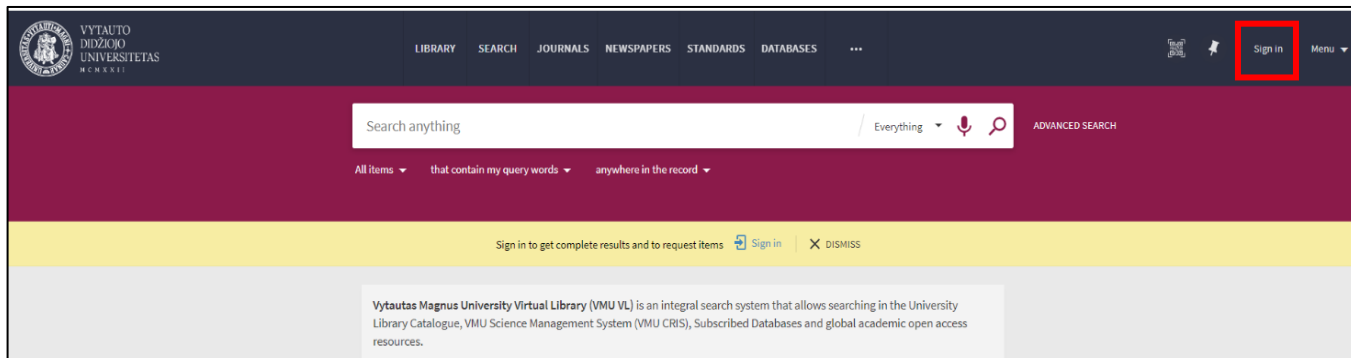


## User account (My Library Card)

In *My Library Card* you can see your library activity.

### Where to find it?

You will find *My library card* in upper menu of virtual library after signing in.

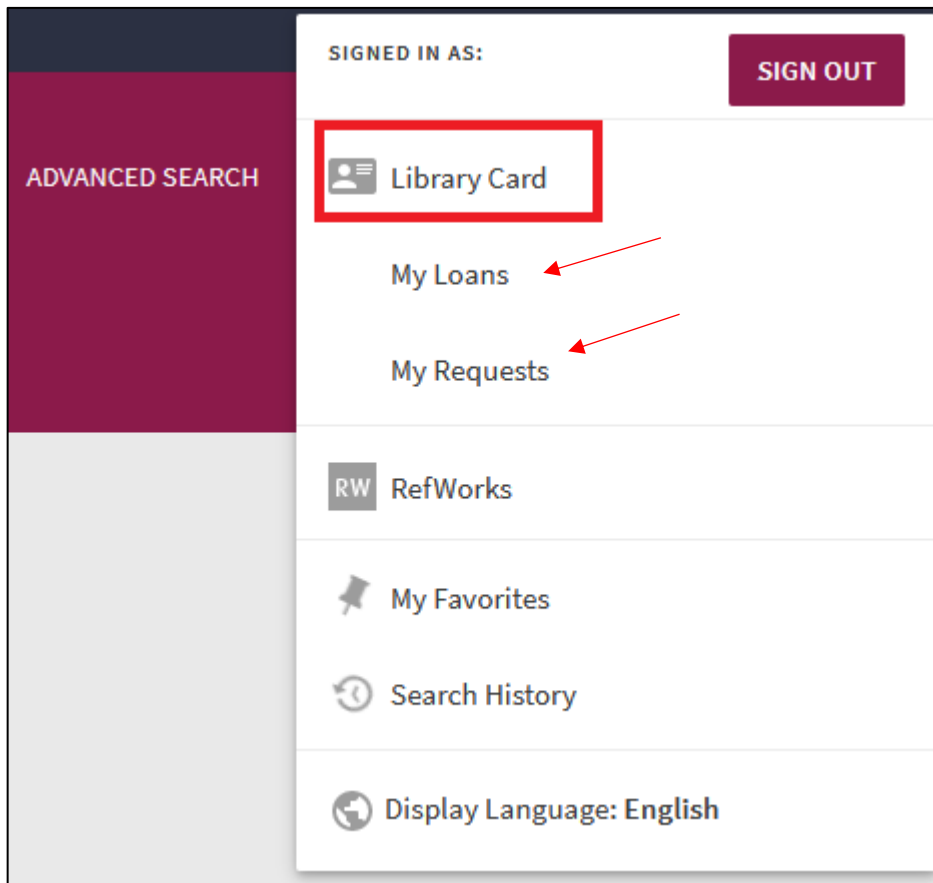


### How to log in?

VMU students and staff log in with VMU e-mail user name and password:

User name **name.surname**

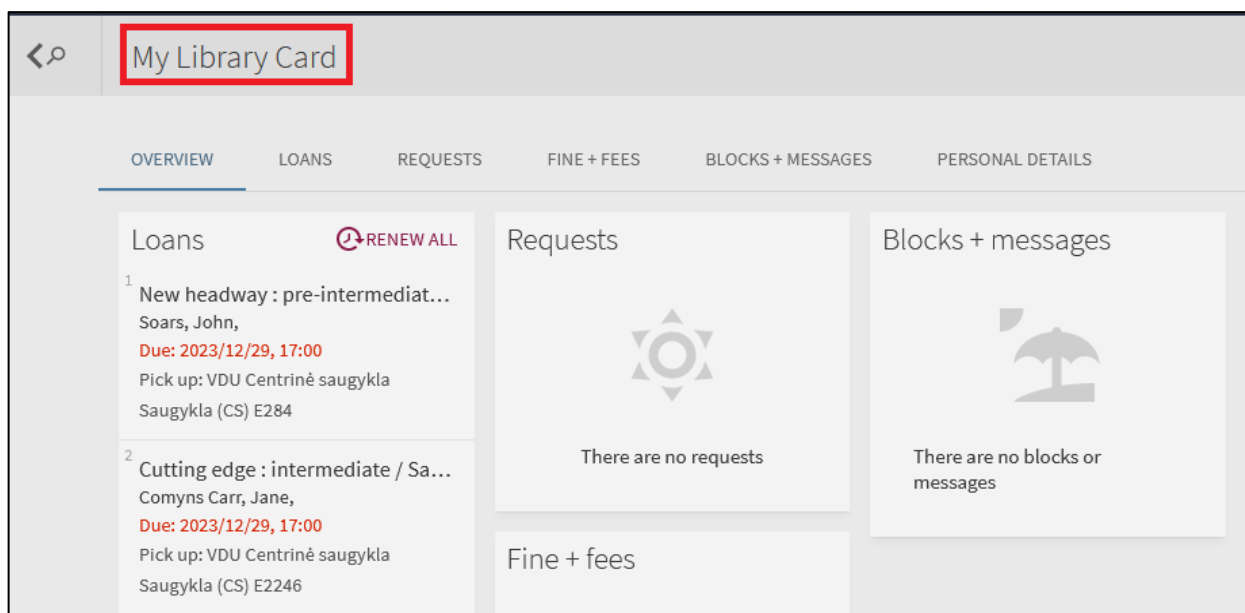
Password **e-mail password**



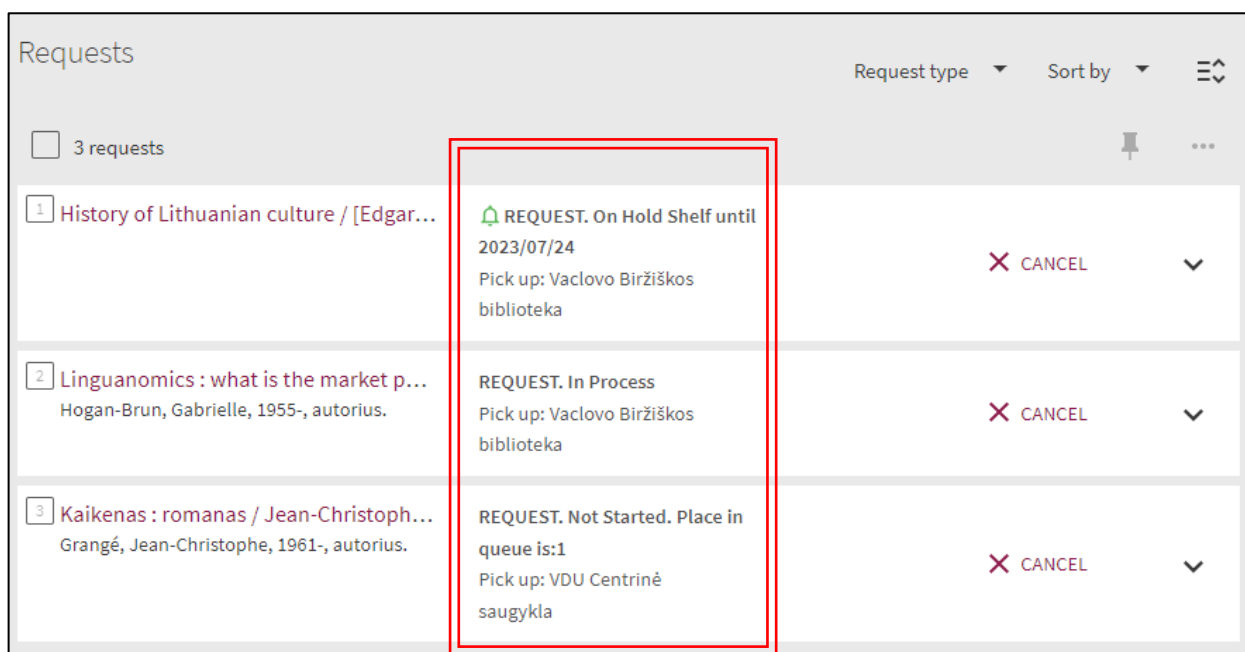
### Possibilities:

- view and manage list of requested items;

- view list of borrowed items and their due dates;
- renew item loan term;
- view history of loaned items and manage e-Shelf;
- export search results into reference management tool *Refworks*.



- **View and manage list of requested items**

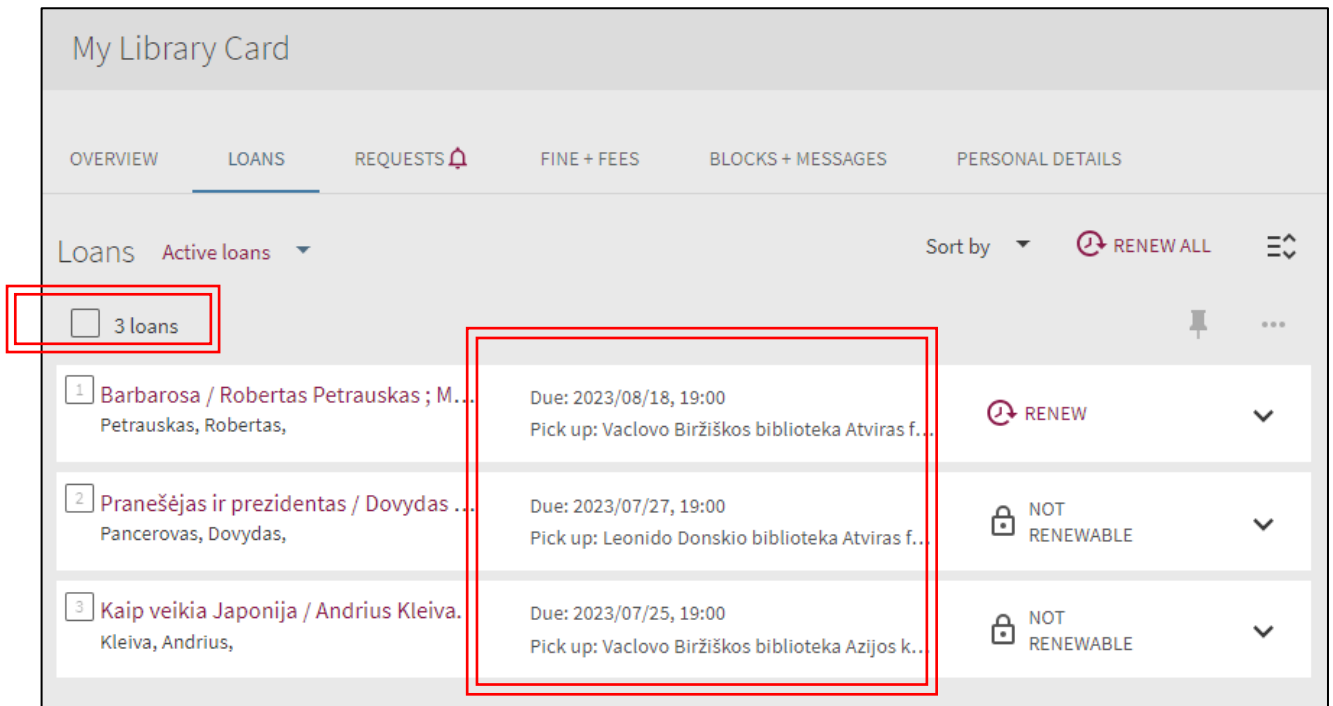


In this window you can see what items you've requested and processing orders:

- **REQUEST. On hold shelf until 2023/07/24:** Your request has been fulfilled, by the specified date you must pick up the item at the library department where it is stored.
- **REQUEST. In Process:** You have ordered a free publication and the request is being fulfilled - soon a letter will be sent about the fulfillment and the item will be transferred to the shelf of requested items.
- **REQUEST. Not started. Place in queue is: 1, 2, etc.:** You have ordered an item taken by other reader, you'll be able to borrow it when the item is returned. If you don't want to wait in queue, cancel the request for the selected item.

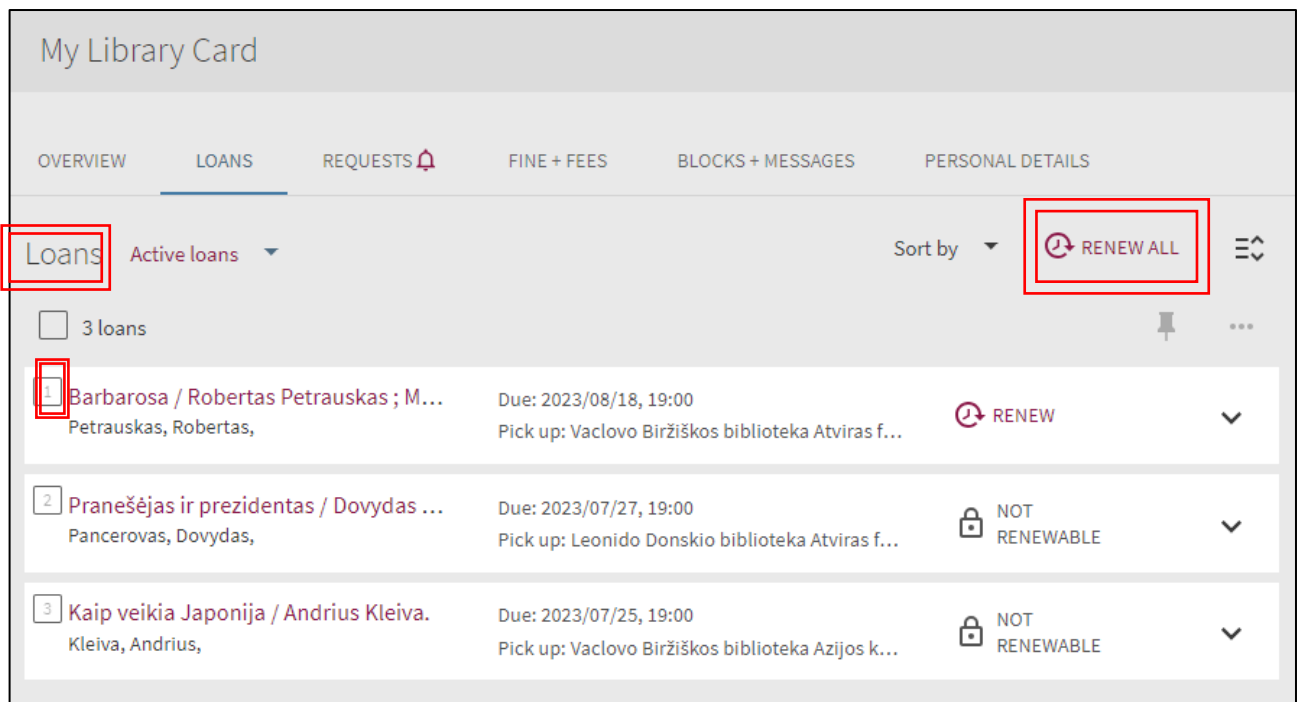
- **View list of borrowed items and their due dates**

This list reminds you what items you've borrowed and when you must return them



- **Renew item loan term**

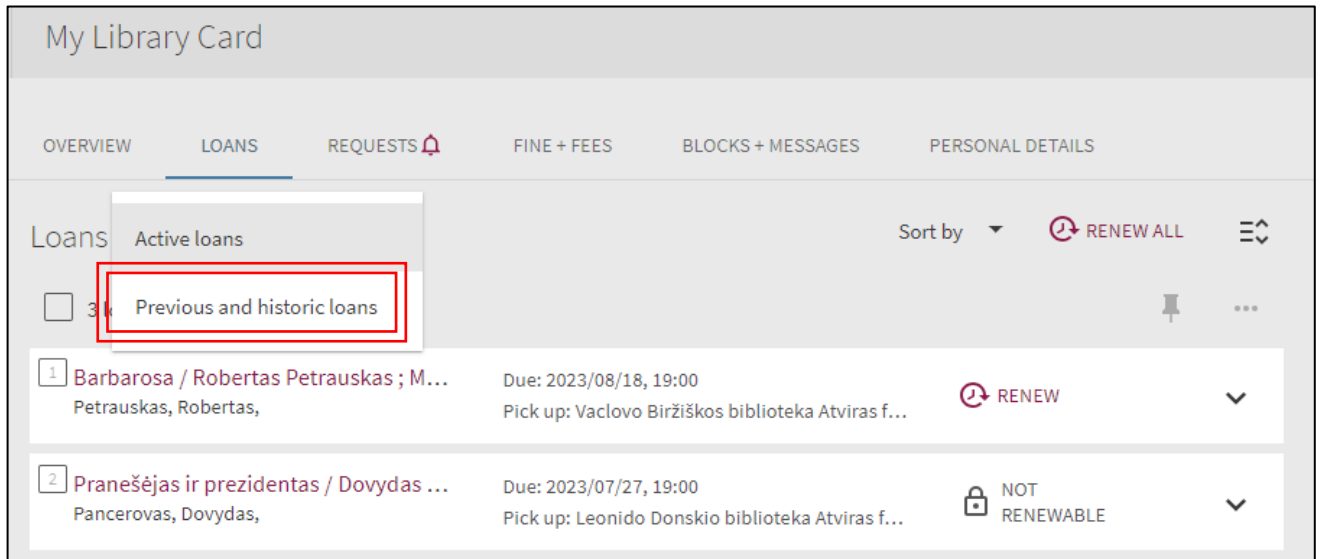
The loan term can be extended in the list of borrowed items. Select the item and choose one of two options — *Renew selected* or *Renew all*.



! There will be no renewal if you are late in returning the item or another user is waiting for it.

- **View history of loaned items**

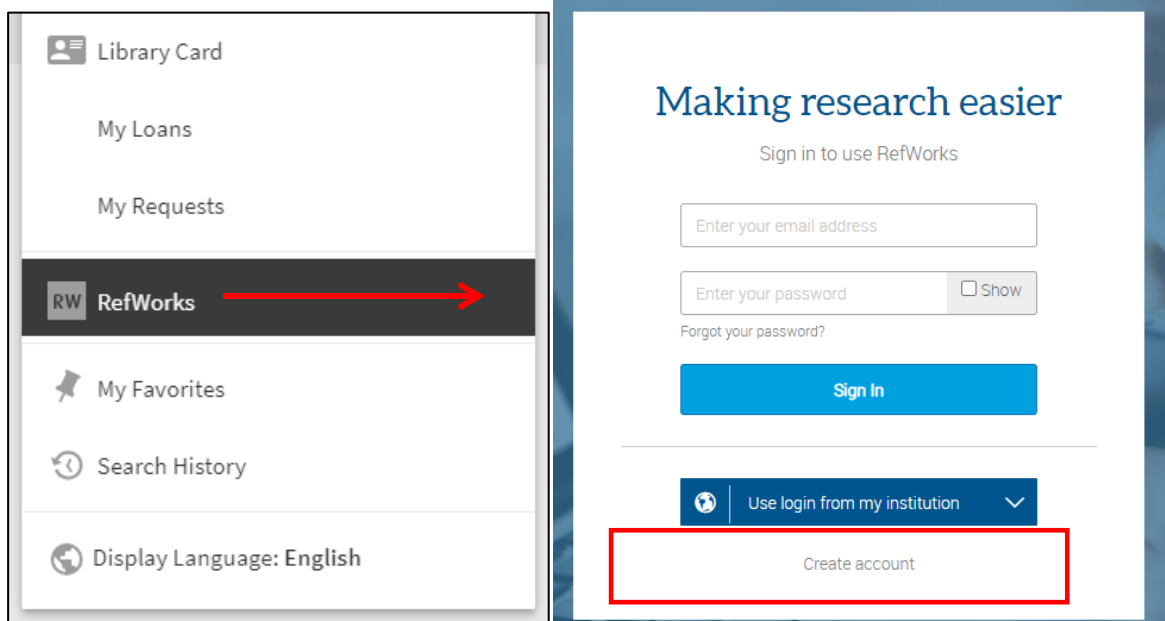
Library cards stores information about previously borrowed items that you have already returned to the library.



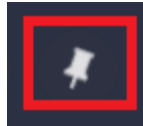
- **Export search results into reference management tool *Refworks***

This program allows:

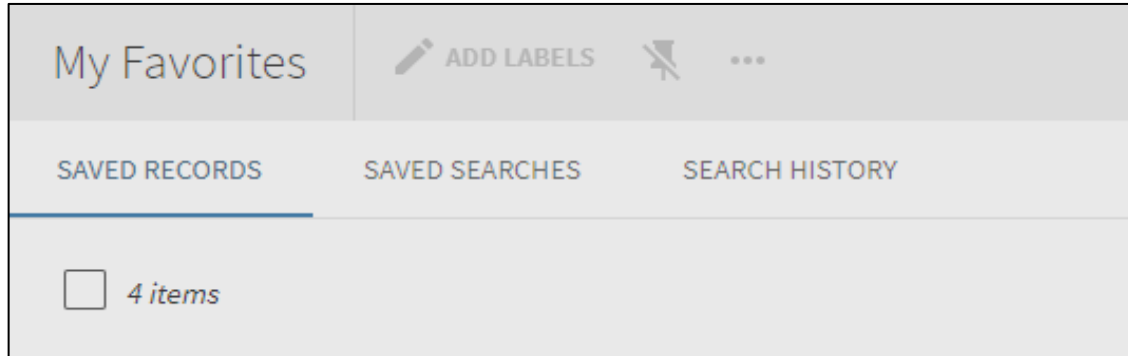
- export records from virtual library and databases;
- share records with other users;
- keep records in folders;
- select the same records;
- create tags for your posts and perform search using them;
- download the tool of direct citation to *Word* documents;
- create a list of references by selecting appropriate citation style.



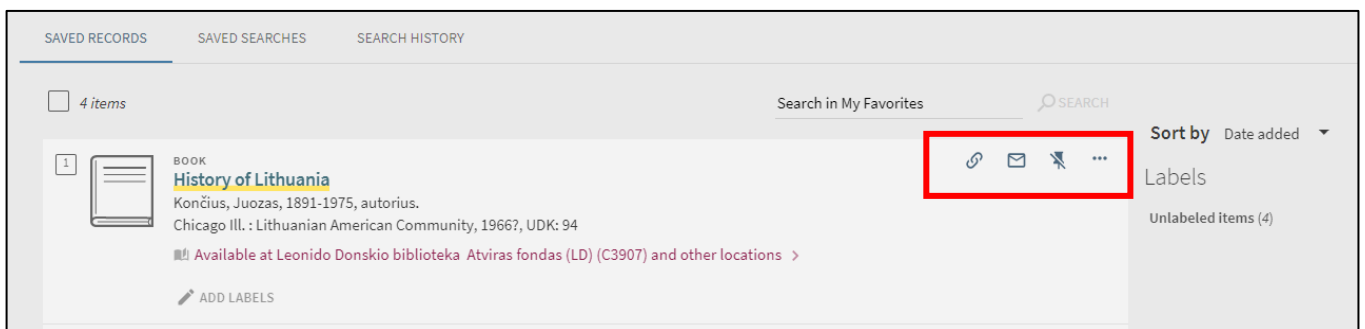
- **Manage search history and result list in *My Favorites***







Here you can view your search history, correct it, see searches saved, order newsletters.



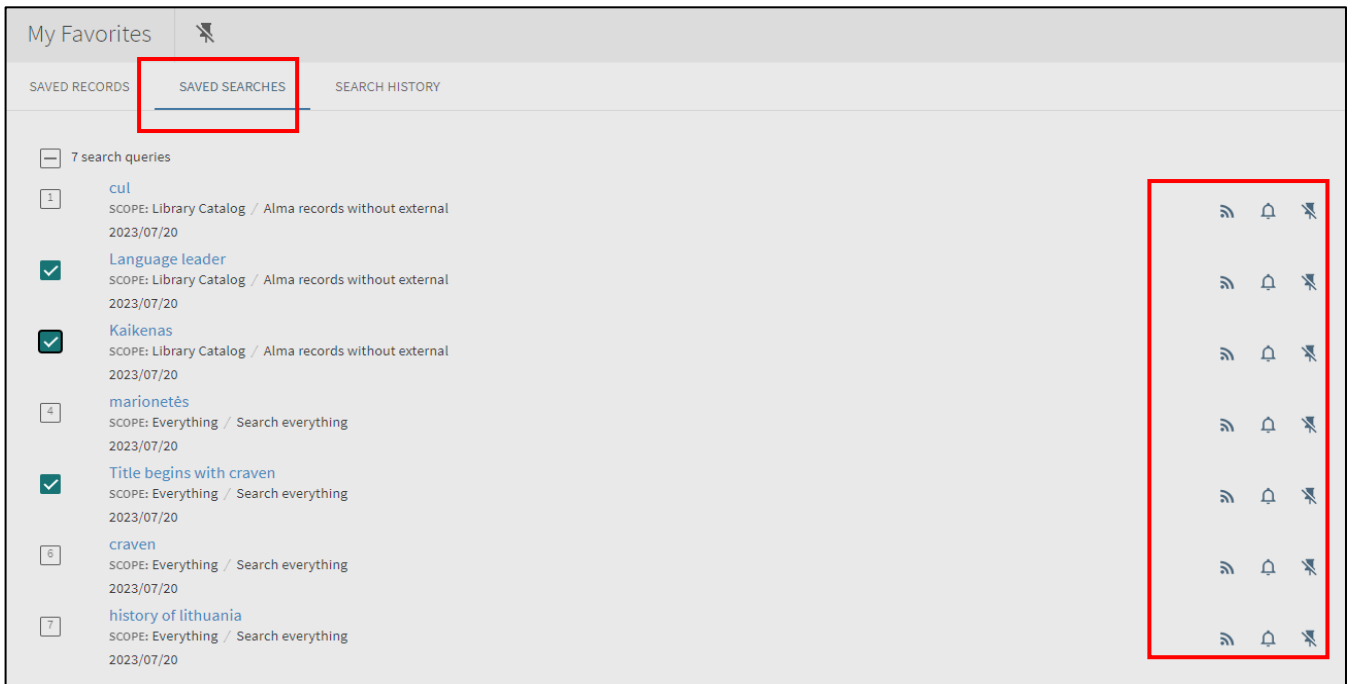
Clicking on symbols in SAVED RECORDS you can:






- get permanent link , copy it, save and use in your works;
- insert item record in your work choosing the appropriate citation style  ;
- remove record from favorites  ;
- use more possibilities  - print record, send it by e-mail or export into reference management tools (see *Refworks*):





You can also see SAVED SEARCHES and manage them:



- view the results of the selected search by clicking on the title of the required query;
- get information about changes in search result list using RSS service  ;
- remove selected search or all group  ;
- order newsletters to your e-mail 

SEARCH HISTORY shows all your searches in real time:



- save selected searches  ;
- remove unnecessary ones .

## Need help?

Write to us [info@bibl.vdu.lt](mailto:info@bibl.vdu.lt), [call](tel:) or come to any library [department](#).