

Interlibrary Loan & Document Delivery



College of Europe
Collège d'Europe



If you cannot find what you are looking for in Natolin Library, you can order it via Inter Library Loans Service (ILL), which is a service whereby a user of our library can borrow items from another library.




ILL obtains and delivers materials not owned by Natolin Library, through cooperative agreements with other libraries, including the one in Bruges.

PLACING A REQUEST

Before placing a request, check our Catalogue thoroughly to make sure Natolin Library does not hold the material you need.

Staff will be happy to assist with any questions.

You may request:

-  print books
-  journal articles
-  book chapters

You can place your request via email: ill.pl@coleurope.eu.

To proceed with your request we will need information about the publication:

1. The type of material (book, article, chapter, etc.)
2. Author of publication
3. Title of publication
4. Publisher or Journal name
5. Publishing year/journal number/volume

COLLEGE OF EUROPE NATOLIN CAMPUS LIBRARY

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TEL: (+48 22) 54 59 440

Opening hours:
Monday – Friday
08:00 – 22.00
Saturday
10.00 – 18.00

You can borrow up to 20 books at a time.



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LIBRARY TOOLKIT

BASIC GUIDE

ON MANAGING
LIBRARY ACCOUNT,
ELECTRONIC RESOURCES,



INTERLIBRARY LOAN
& DOCUMENT DELIVERY

YOUR LIBRARY ACCOUNT




LOGIN

1. Enter Natolin Library Catalogue
<http://hip.coleuop.pl>
2. Click the Login icon in upper right corner
3. Enter your student number (borrower barcode)
4. Enter PIN (first use PIN is 1234)
5. You will be moved to your account panel...

...where you can:

-  find items currently on loan to you
-  renew your loan (if it is not requested by someone else)

REQUEST CHECKED OUT* ITEM!

-  Request it by clicking Request Item in the right bottom corner of the bibliographic record (remember to be logged in)
-  System will display a window with the Request Confirmation
-  You will be notified once requested item is returned — the book will wait for you 3 days at the Loan Desk

* Please use the REQUEST item option only when all items for the particular title are Checked out. If any of items has an AVAILABLE status simply go to the shelf and consult that item - do not use a 'Request Item' option then!

ELECTRONIC RESOURCES ON THE CAMPUS

WHEN YOU WANT TO FIND OUT IF WE HAVE ACCESS TO A PARTICULAR E-BOOK OR E-JOURNAL

1. Enter Natolin Library Catalogue
<http://hip.coleuop.pl>
2. Click tab Electronic Resources
3. You will be redirected to ePublication Finder
4. Input title of ebook/e-journal/ISBN/ISSN

WHEN YOU WANT TO DO YOUR RESEARCH BY KEYWORD / SUBJECT / TITLE

1. Go to www.library.coleuop.pl
2. Go to Electronic Resources under the tab Collections
3. Choose a specific database from the list and conduct your research directly on the platform

Please note that the subscribed full text content will be accessible only on the Natolin campus.

If remote access is needed, check the instruction here or ask Librarian on duty.

REMOTE ACCESS TO E-RESOURCES

1. Enter the website
<https://remotelib.coleuop.pl>
2. Log in with your ID student card number (borrower barcode) and your email password

3. Click icon **Natolin Library**

4. Unroll the tab Collections and click **Electronic Resources** to search databases or enter our Library Catalogue to find e-books and master theses.

Please note that remote access to e-resources is available only for CoE Natolin students of the current promotion and employees through ID card number (students) or name (staff) authorization.

Access to e-Resources is valid till the end of retake session.