Instructions for requesting items via RSU Catalogue
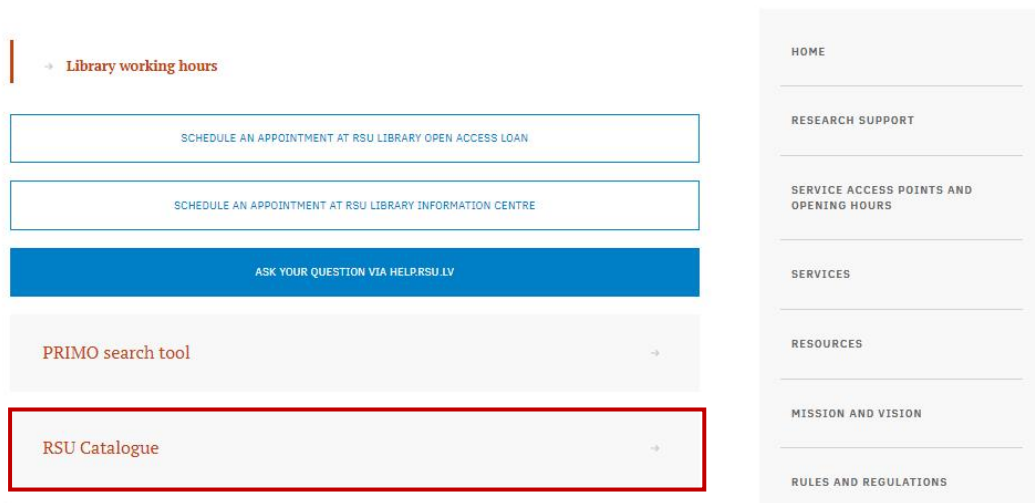
1. You must sign in to the RSU Library CATALOGUE with your Library information system ALEPH ID and password.

NB! To receive your ALEPH authorization data, you must first be registered as an RSU Library user.

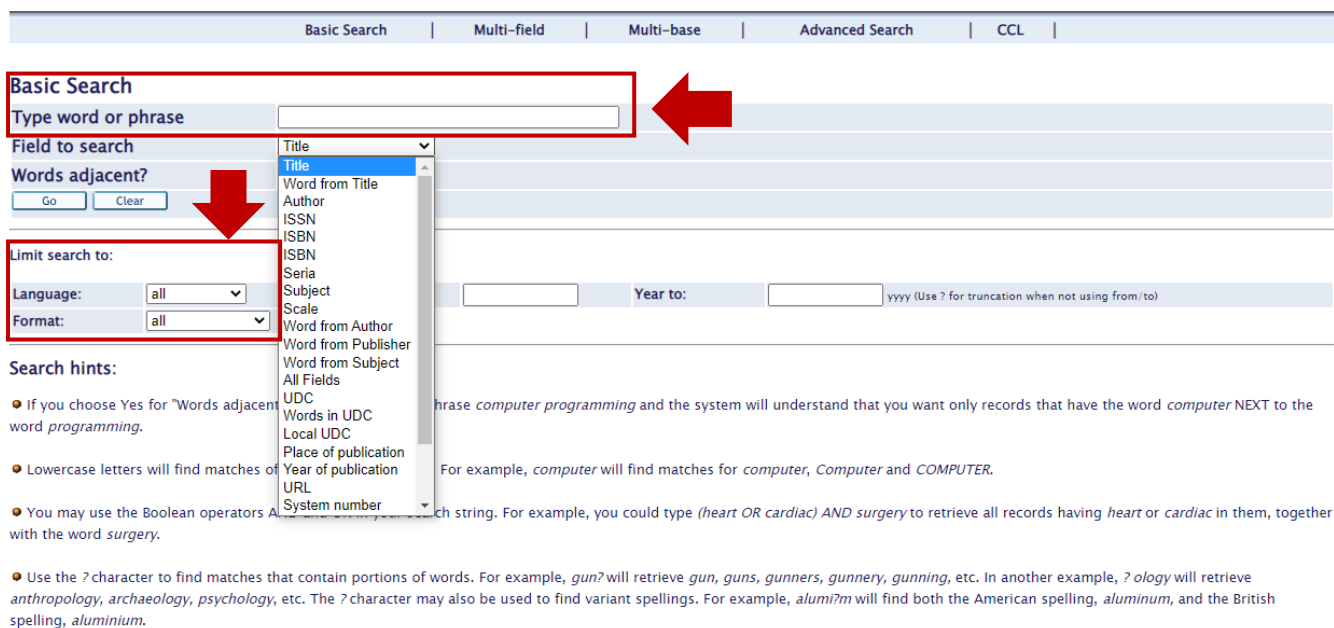ALEPH ID example: 260420 (six number combination)

ALEPH password example: ParoleLV2017* (you can choose your own password by contacting a librarian)

If you have forgotten your Aleph ID or password, contact a librarian for help.

2. After successfully signing in, switch the webpage language by choosing "English" in the upper right corner.

3. You will now see the "Basic search" page. Select the appropriate search criteria to find the needed item. For example, you can choose to search by the field "Title":
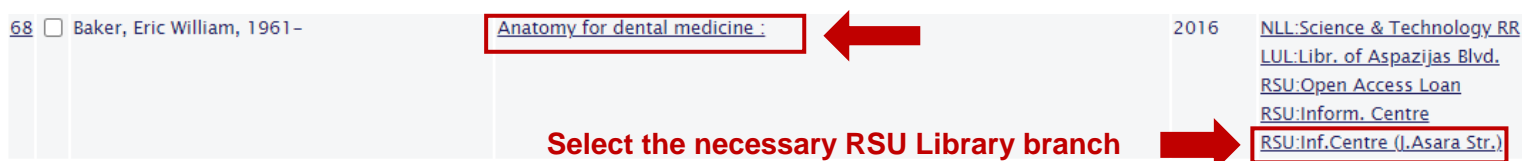

You can also find useful search hints here:

Search hints:

● If you choose Yes for "Words adjacent," you can type in the phrase *computer programming* and the system will understand that you want only records that have the word *computer* NEXT to the word *programming*.

● Lowercase letters will find matches of capitalized words also. For example, *computer* will find matches for *computer*, *Computer* and *COMPUTER*.

● You may use the Boolean operators AND and OR in your search string. For example, you could type *(heart OR cardiac) AND surgery* to retrieve all records having *heart* or *cardiac* in them, together with the word *surgery*.

● Use the *?* character to find matches that contain portions of words. For example, *gun?* will retrieve *gun, guns, gunners, gunnery, gunning*, etc. In another example, *?ology* will retrieve *anthropology, archaeology, psychology*, etc. The *?* character may also be used to find variant spellings. For example, *alumi?m* will find both the American spelling, *aluminum*, and the British spelling, *aluminium*.

4. After finding the necessary item in the Aleph Catalogue, you can request it at your most convenient RSU Library branch, for example, the RSU Library Information Center for Latvian Health Care Professionals:

NB! Before requesting the item, make sure to check its item status. **Items marked as "Special item" are only available at the reading room!**

RSU catalog (UK) – Holdings

[Back]

Anatomy for dental medicine :Latin nomenclature /edited by Eric W. Baker ; based on the work of Michael Schuenke, Erik Schulte, Udo Schumacher ; consulting editor Hugo Zeberg ; illustrations by Markus Voll, Karl Wesker.

New York : Thieme, 2016.

xvii, 539 lpp. : ilustrācijas, tabulas ; 32 cm.

Click on the link ("request") to make a hold request for an item.

Select year [All] Select volume [ ] Select sublibrary [RSU:Inf.Centre (J.Asara Str.)] ☐ Hide loaned items [Go]

[◀ Previous Page]   [Next Page ▶]

	Description	Item status	Due date	Sublibrary	Collection	Location	No. of requests	Location–2	Barcode	OPAC note
Request Expand		Special item	On Shelf	RSU:Inf.Centre (J.Asara Str.)	Red Cross Med.College	611.91/.93(075.8)/ An–068			0216009646	
Request Expand		Special item	On Shelf	RSU:Inf.Centre (J.Asara Str.)	Red Cross Med.College	611.91/.93(075.8)/ An–068			0216009647	
Request Expand		2 weeks	On Shelf	RSU:Inf.Centre (J.Asara Str.)	Red Cross Med.College	611.91/.93(075.8)/ An–068			0216009648	
Request Expand		2 weeks	On Shelf	RSU:Inf.Centre (J.Asara Str.)	Red Cross Med.College	611.91/.93(075.8)/ An–068			0216009649	
Request Expand		2 weeks	On Shelf	RSU:Inf.Centre (J.Asara Str.)	Red Cross Med.College	611.91/.93(075.8)/ An–068			0216009650	

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5. Request the item with the appropriate item status.

Request Expand		2 weeks	On Shelf	RSU:Inf.Centre (J.Asara Str.)	Red Cross Med.College

6. Confirm your choice by selecting "Go".

RSU catalog (UK)

ALEPH

End Session		My Library Card		Databases		Feedback		Help	
Browse		Search		Results List		Previous Searches		History		My e-Shelf		Latvian

Hold Request – Testa lietotājs, RSU

[Back]

Anatomy for dental medicine :Latin nomenclature /edited by Eric W. Baker ; based on the work of Michael Schuenke, Erik Schulte, Udo Schumacher ; consulting editor Hugo Zeberg ; illustrations by Markus Voll, Karl Wesker.

New York : Thieme, 2016.

xvii, 539 lpp. : ilustrācijas, tabulas ; 32 cm.

Item is in the closed stacks.
Item status: 2 weeks (20) Call number: 611.91/.93(075.8)/ An–068,
Requested item has a like copy on shelf.

The following locations have been excluded from the Pickup Location list:

Pickup/delivery location : [RSU:Inf.Centre (J.Asara Str.)]
Period of interest :   from [20211125]   to [20220425]   (Date format : yyyymmdd)

[Go]   [Clear]

Hold Request details – Testa lietotājs, RSU

Note that the request will not be active unless the 'Go' button is clicked

Pickup location:	RSU:Inf.Centre (J.Asara Str.).
Period of interest :	from 25/11/21 to 25/04/22

Requested Item Details

Bibliographic Information:

Anatomy for dental medicine :Latin nomenclature /edited by Eric W. Baker ; based on the work of Michael Schuenke, Erik Schulte, Udo Schumacher ; consulting editor Hugo Zeberg ; illustrations by Markus Voll, Karl Wesker.

New York : Thieme, 2016.

xvii, 539 lpp. : ilustrācijas, tabulas ; 32 cm.

Item status:	2 weeks
Sublibrary:	RSU:Inf.Centre (J.Asara Str.)
Collection:	Red Cross Med.College
Location:	611.91/.93(075.8)/ An–068
Location–2:	
Description:	

Note that the request will not be active unless the 'Go' button is clicked   [Go] [Print] [Back]

After successfully requesting the item you will receive a message in the Catalogue:

7. Within your user profile section "My Library Card" you can follow the processing status of your hold requests.

	AM 0	NBA50	FBA50	LAB50	LUA50	KAB50	TUA50	JAB50	RIS50	RJA50	NMM50	Summary
Loans	2	0	0	0	0	0	0	0	0	0	0	2
Loan History List	13	0	0	0	0	0	0	0	0	0	0	13
Hold Requests	2	0	0	0	0	0	0	0	0	0	0	2
Hold Requests History	9	0	0	0	0	0	0	0	0	0	0	9
Booking Requests	0	0	0	0	0	0	0	0	0	0	0	0
Cash Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Initially the item may have the status "In process":

2	Anatomy for dental medicine :	2016	25/11/21	25/04/22		RSU:Inf.Centre (J.Asara Str.)	In process

8. Once the status changes to "On hold", you can go to the Library!

9. Remember to collect your requested books in time!

	RSU catalog (UK)				
Sign–in	End Session	My Library Card	Databases	Feedback	Help
Browse	Search	Results List	Previous Searches	My e–Shelf	Latvian

Basic Search	Multi–field	Multi–base	Advanced Search	CCL