



Online Reservation

e-Click Online Catalogue enable user to reserve items that are being check-out by other user.

The procedures are as follows:

- 1 Go to DLLibrary@UBD Portal at <http://library.ubd.edu.bn/> and click "Online Catalogue" Or by simply type <http://eclick.ubd.edu.bn>



- 2 Then after log in, go to browse box, type in your search terms and then select a field or category such as Author, Title or Subject and click on Search.



- 3 Click on the title you want to reserve.



- 4 Click on the Submit button to proceed the reservation. Later, the details of the requestor will be displayed to ensure the confirmation of the reservation. Click the OK button to finish.



Online Renewal

The renewal procedures are as follows:

- 1 Go to DLLibrary@UBD Portal at <http://library.ubd.edu.bn/> and click "Online Catalogue" Or directly type <http://eclick.ubd.edu.bn>



- 2 Key in your Patron ID (10 digits) and Password (8 digits). Then click Submit.

- 3 Select the item individually OR Select All for all items



- 4 Then click Renew.



Borrowing & Renewing Using Self-Check Machine (3M)

Borrowers must use their own UBD Card for borrowing library materials by following the procedures below.

Place your card onto the machine as instructed to enable the scanner to read your ID.

- 1 Place card (BARCODE LP) under scanner, then REMOVE



- 2 Do not remove your card until this instruction pops up.



- 3 Place items on the machine until a 'pop' sound is heard



- 4 The title of an item borrowed will be shown on the screen. Repeat the above procedures should you want to borrow more items.



- 5 Touch "Print Receipt/End Session" on the screen to end your loan transaction.



NOTE:

- Renewals can only be done 2 days before the items are overdue.
- An item can only be renewed twice.

Procedures For

- Borrowing & Renewing Using Self-Check Machines
- Online Renewal
- Online Reservation



Scan and Explore Us

Borrowing & Renewing Using Self-Check Machine (3M)

Borrowers must use their own UBD Card for borrowing library materials by following the procedures below:

1 Place your card onto the machine as instructed to enable the scanner to read your ID.

Place card (BARCODE UP) under scanline, then REMOVE



2 Do not remove your card until this instruction pops up.

Checking account...
Please remove your library card.



3 Place item/s on the machine until a 'pop' sound is heard.

Place ITEM barcode under scanline.



Checked out items:

Items: 0

Cancel

Account Info

4 The title of an item borrowed will be shown on the screen. Repeat the above procedures should you want to borrow more items.

Please remove.

IELTS: strategies for study: reading writing: listening



Checked out items:

Books: 3

Items: 3

Print Receipt

Account Info

5 Touch "Print Receipt/End Session" on the screen to end your loan transaction.

Items checked out: 3

Thank you for using the
3M SelfCheck™ System.

Please take your receipt.

NOTE:

- ◆ Renewals can only be done 2 days before the items are overdue.
- ◆ An item can only be renewed twice.

Online Renewal

The renewal procedures are as follows:

1 Go to DiLibrary@UBD Portal at <http://library.ubd.edu.bn/> and click 'Online Catalogue'.



Or directly type <http://eclik.ubd.edu.bn>

2 Key in your Patron ID (10 digits) and Password (8 digits). Then click Submit.



3 Select the item individually OR Select All for all items to renew.



4 Then click Renew.



5 When renewal is successful, please click Close Session.

Online Reservation

e-Clik Online Catalogue enable user to reserve item/s that are being check-out by other user.

The procedures are as follows:

1 Go to DiLibrary@UBD Portal at <http://library.ubd.edu.bn/> and click 'Online Catalogue'

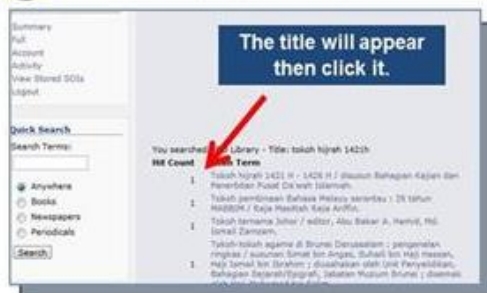


Or by simply type <http://eclik.ubd.edu.bn>

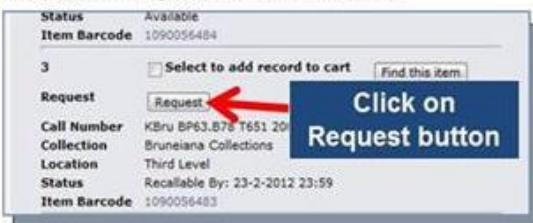


2 Then after log in, go to browse box, type in your search terms and then select a field or category such as Author, Title or Subject and click on Search.

3 Click on the title you want to reserve.



4 The item record and the request button will appear. Click on the request button to reserve.



5 Click on the Submit button to proceed the reservation. Later, the details of the requestor will be displayed to ensure the confirmation of the reservation. Click the OK button to finish.



Note:

Request This specific Item means you are requesting item for a particular title.

Requesting Any item With This Title (Recommended) means you are requesting item from multiple copies of that particular title.

CONTACT

Research Information Services Desk (ext: 1209/1947)

Email: reference.library@ubd.edu.bn

Lending Services Desk (ext: 1210)

Email: custserv.library@ubd.edu.bn

Brunei Studies Collection Services Desk (ext: 2113)

Email: bsc.library@ubd.edu.bn

Chief Librarian Office (ext 1257)

Email: office.library@ubd.edu.bn

Tel: +673-2463001/ +673-2460921

Fax: +673246050

Chat with Librarian:

<http://library.ubd.edu.bn/>

<http://eclik.ubd.edu.bn/>



: Library@UBD



: UBDLibrary



: UBDLibrary

Website: <http://library.ubd.edu.bn/>

Prepared by UBD Library

July 2014

All information therein is correct at the time of printing