# Personal virtual area: user's guide

Authenticate on SEARCH

By authenticating on SEARCH, you can view your Library user status, access services such as loan renewal and the reservation of a volume, save the results of your searches, save the criteria of your searches, retrieve previous searches, and change your preferences for the ongoing session and for future ones.

How to authenticate in SEARCH: first mode

- Check that another user does not have a session already open: on the SEARCH home page, at top right there should appear .
- If not, the name of the user connected will appear:
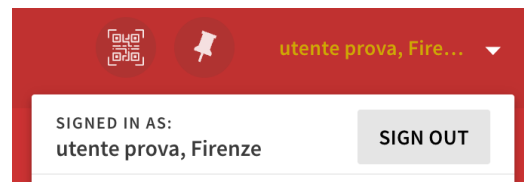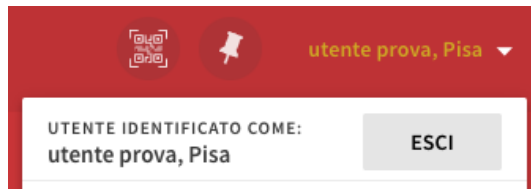
click on the arrow next to the name to open the window of the profile and click on ESCI (EXIT) if the user interface is in Italian, SIGN OUT if it is in English.

- Click on **Login**. The following mask will appear:
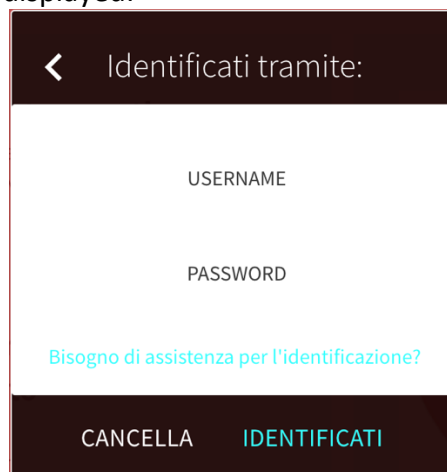
Users affiliated to the SNS will use the item "*Utente Scuola Normale Superiore*", by clicking on it you will be redirected to the institutional login page, as in the following.

Here you will use the institutional credentials (tipically, name.surname@sns.it).

Non affiliated users will use the item "*Utente non affiliato alla Scuola Normale Superiore*", and the following login page will be displayed:

Here you can use the credentials given on enrolling in the Library; if you lose your credentials, you can write to ammissionibiblioteca@sns.it.

On authentication, your name and surname will appear at top right.

You can change the **interface language** by clicking on the arrow next to your name: the menu for your personal area will appear; select the item *Lingua dell'interfaccia* for changing the language interface. Only Italian and English interfaces are available.
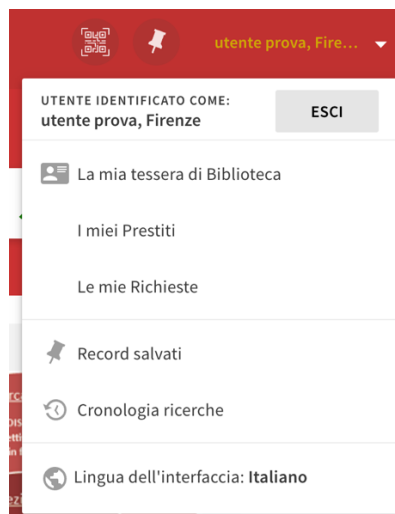
- Each time you finish your search, remember to log out by clicking on the **ESCI / SIGN OUT** key, so that your searches will remain private, and your configurations and search strategies cannot be modified by another person.

How to authenticate in SEARCH: second mode

If you need to authenticate after you have just made a search, for example for a reservation, you can:

- click on *Available at the Library* or *Check availability in the section Get it* link after the record description

BOOK
Parigi / Viani Lorenzo. A cura di Marcello Ciccuto
Viani, Lorenzo ; Ciccuto, Marcello
Milano : Mondadori, 1980

📖 **Available at the Library** >

BOOK
Atlante occidentale / Daniele Del Giudice
Del Giudice, Daniele
Torino : Einaudi, c1985

📖 **Check availability in the section *Get it*** >

- in the section *Get it* click on *Login* in the displayed yellow stripe. Follow the instructions described in the first mode of authentication.

Get It

Sign-in for more options ⬚ Login
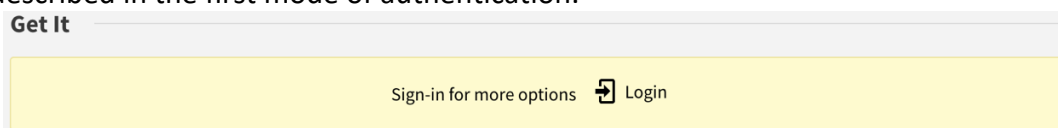
How to view your user status

If you click on the arrow next to your name, the menu for your personal area will appear.

- **My Library card** gives you access to the set of information linked to your profile: your loans and requests, blocks and messages that concern you, and certain personal details of your profile.
- **My loans** visualises the list of your ongoing loans and of your loan history.
- **My requests** visualises the list of your ongoing reservations.
- **Saved items** gives access to the set of **your favourites**, and in particular to the records that you have saved previously in your personal area - a sort of electronic bookshelf, to saved search strategies, which can thus be easily repeated, and to your search chronology, which collects the searches effected by you during the last year. You can also view your search chronology directly from the menu of your personal area.

- **Display language** enables you to change the language, choosing between English and Italian.

Notifications

In your personal area you can view the various notices relating to the status of your loans and requests:

- *Loan overdue* : a loan must be returned because it is overdue

- *Hold* : the item requested is ready for collection on the reservations shelf

- *Blocks + messages* : this means that for some reason a block has been applied or there is a message sent by the Library.

How to renew a loan

On authentication, select the item **My loans**: the list of your loans will appear. The status of each loan will appear on the corresponding line:

- if the word **RENEW** appears, by clicking on it you will renew the loan. PLEASE NOTE: a loan can only be renewed before its due date; the new due date will be calculated from the renewal date;

- if the words **NOT RENEWABLE** appear, the loan has already been renewed (only one renewal per loan is allowed).

Your favourites

By clicking on the key to the right of your name and surname, you will be able to access the area of your favourites. Here you will find three tabs:

- the **records saved** in preceding sessions; from here you can manage them, eliminate them or export them in various formats

- the **strategies saved** previously; from here you can manage them; in particular, you can set up alerts and RSS feeds in order to be notified by the system whenever a research strategy yields a different result

- the **chronology of your searches** carried out in the last year, when you were logged on, up to a maximum of a hundred searches.

How to save the record in your personal area

- To save a record resulting from a search in the favourites area, click on the key at top right in correspondence to the record.

- To save several records at the same time, select them by clicking on the small box in front of the record and then click on the key which appears above the results.

- In a new search, the records saved in favourites will always appear at the top of the list, within a yellow stripe; there is a key beside each one, for eliminating it from favourites.

How to save a search strategy in your personal area

- To save a search strategy in your favourites area after carrying out a search, click on the

  📌 Save query key that appears at the top of the list of results.

- At the top of the page there will appear a yellow stripe, as in the example here below:

  The search query was saved to your favorites.   🔔 **Turn on notification for this query**   **DISMISS**

  If you click on **Turn on notifications for this query** a window will appear in which your email address will be specified (you may indicate a different address for receiving the notification) and the possibility to indicate the object of the notification.

- You can save a research strategy by selecting from your search chronology: click on the

  📌

  key that appears next to the search that you are interested in.

- To eliminate a saved search strategy, click on the corresponding 📌 key.

How to set up an alert for a saved search strategy

- To set up an alert for a search, first of all you need to save it, and then, in the tab **Saved searches**, click on the 🔔 key

- Once the alert has been set up, the key will change to 🔔. Click on this key to cancel the alert.

Personalise your searches

By default, the results of a search are ordered by relevance, according to a system algorithm. Other criterions for ordering the results are by title, author, more recent date and less recent date. You can change the criterion for ordering the results by clicking on the *Sort by* menu you find on the left.