# LIBRARIKA TO-USE-GUIDE FOR SIGNING OUT BOOKS

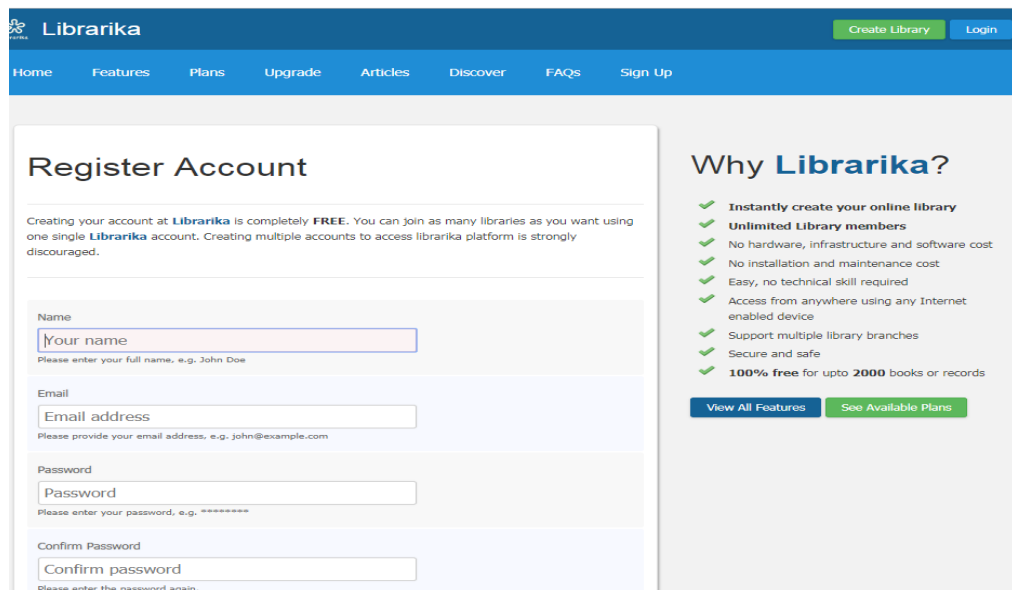## A) CTL STUDENTS & OTHER TEMPORARY LIBRARY USERS

You can join the library in two different ways.

1. A CTL staff may invite or add another to the library who then becomes a member.
2. Alternatively, individuals can **sign up** their respective Librarika accounts and thereafter submit member access request to the CTL UWindsor Library by following the steps below.

    a) Search **Librarika.com** on your browser and **sign up** for a new account.
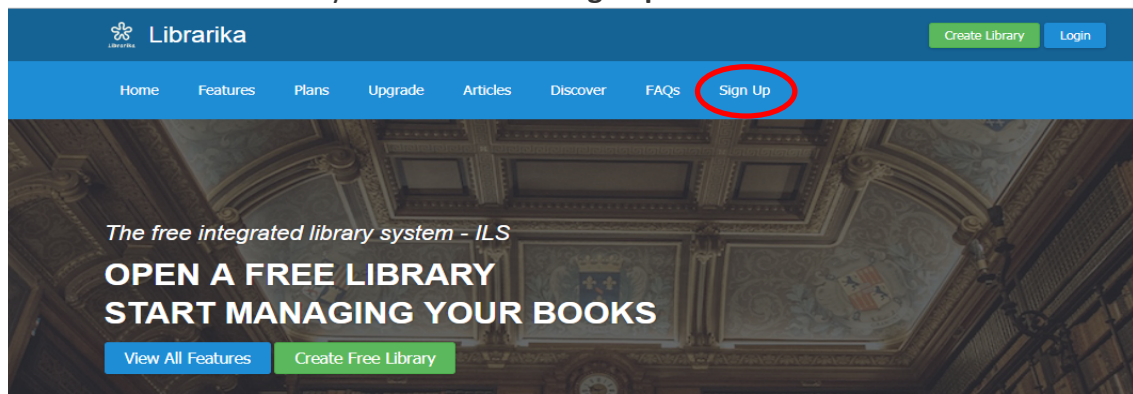
    b) Enter your name, email address and password. Confirm password. Check the box "I am not a robot" and submit by clicking on the green 'I agree' button. See diagram below.

c) You will receive an email requesting verification almost immediately. Verify your email address. See samples below.
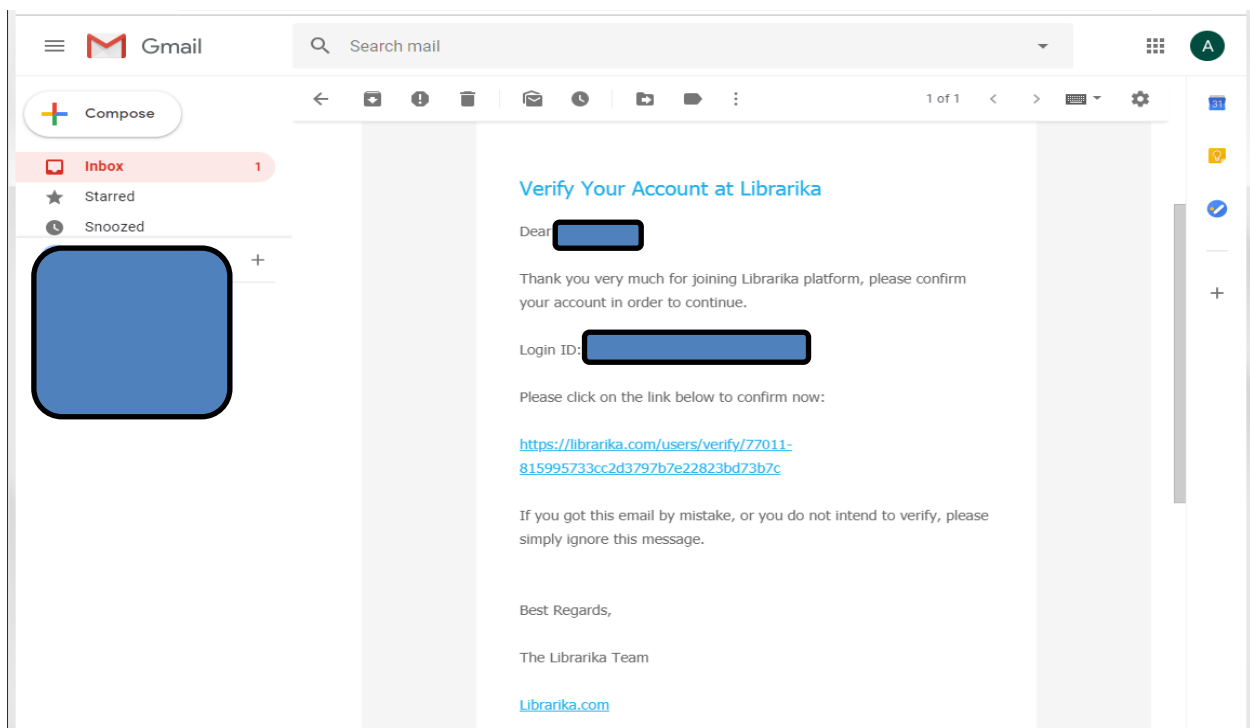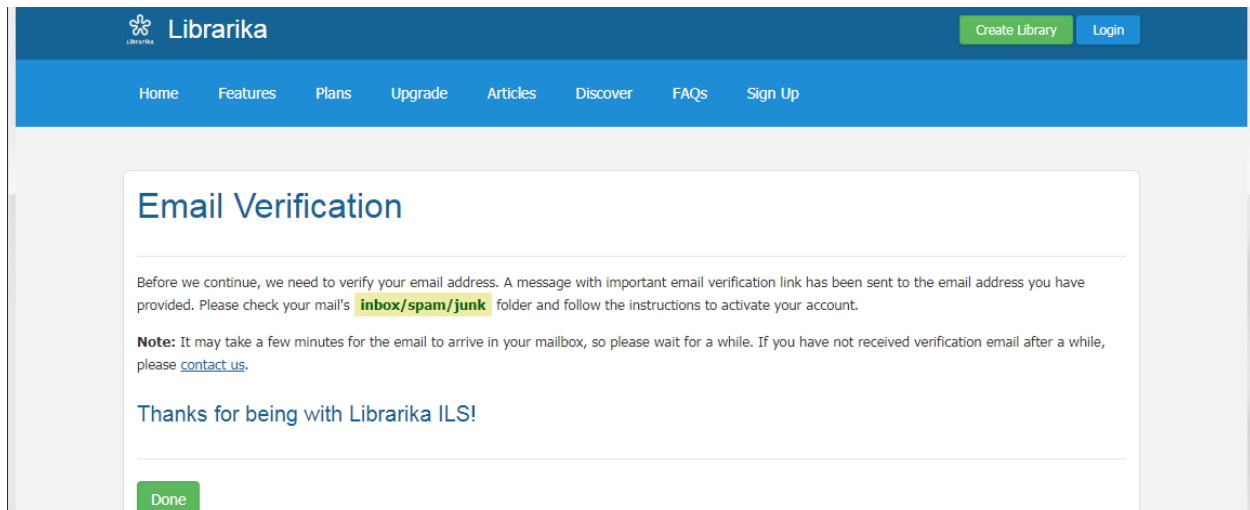
d) From **My Libraries** section as shown below, click on **"Request Member Access"**
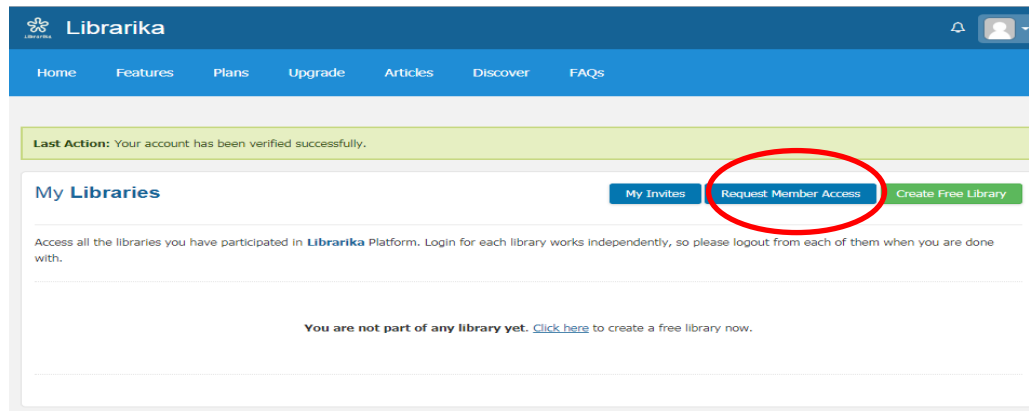
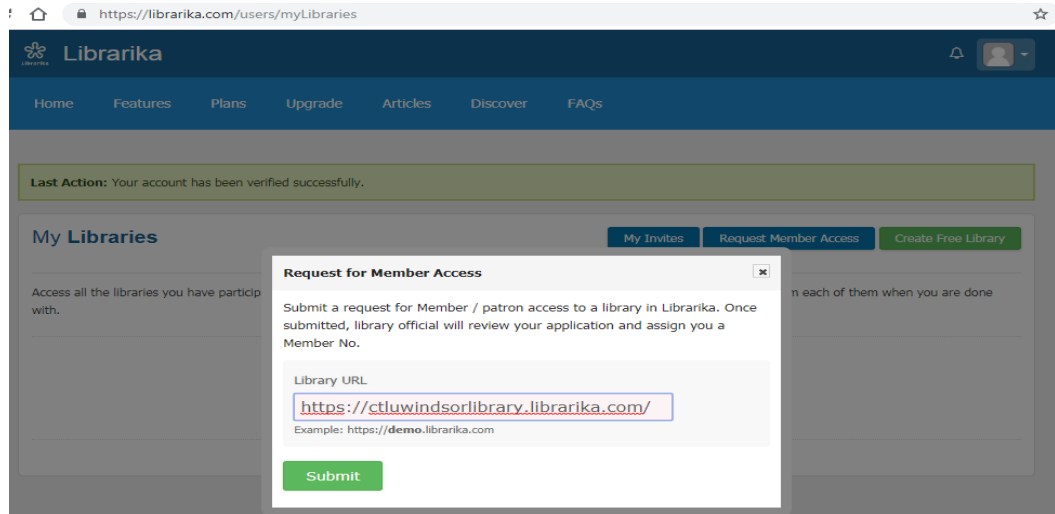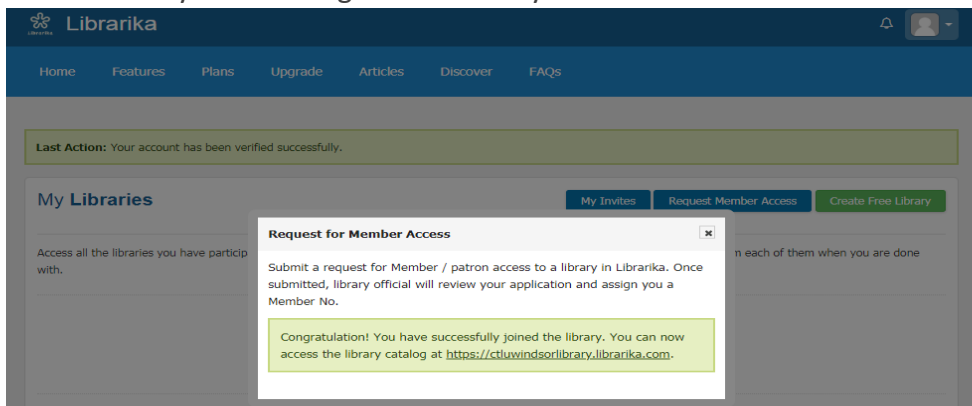

Enter the full URL of the library (https://ctluwindsorlibrary.librarika.com/) and hit **Submit**.

e) You will receive a confirmation message almost immediately. After this, you can access the CTL library URL and log in successfully.
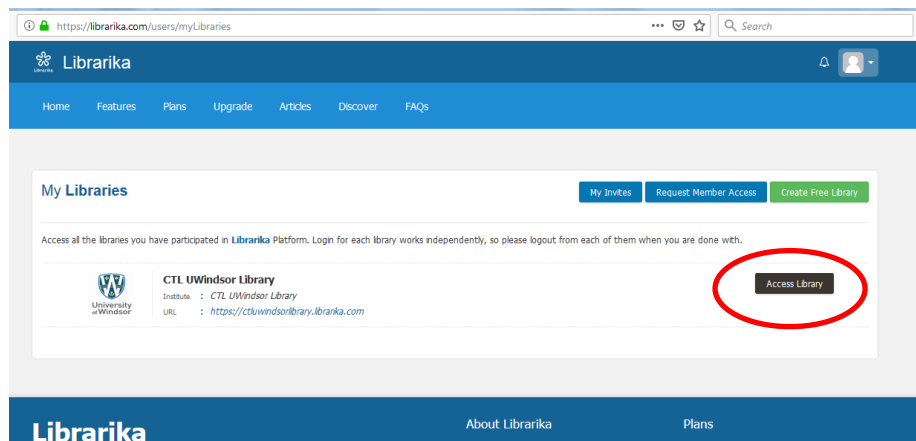

Hurray! You can now sign out books from the database.

B) **TO CHECK OUT BOOKS BY MEMBERS OF THE LIBRARY**

1) Log into https://librarika.com/
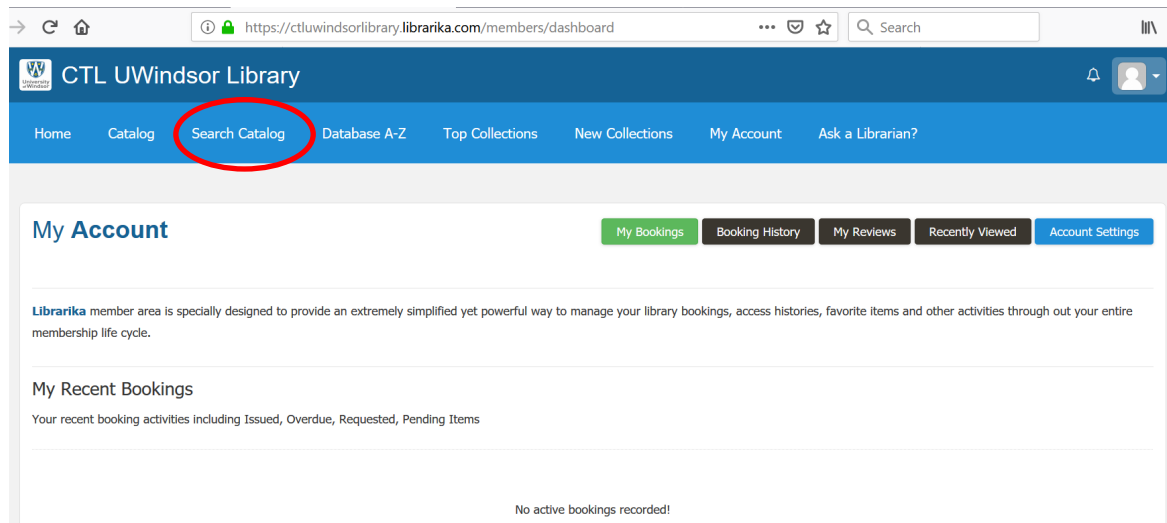   User name is your full email address used in signing up (eg. xyz@uwindsor.ca) and enter your password.
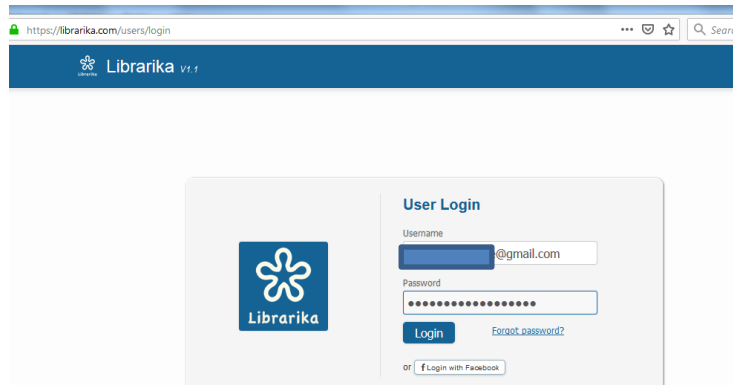
You can also get access to "**My libraries**" from the drop down after clicking on the head as shown below
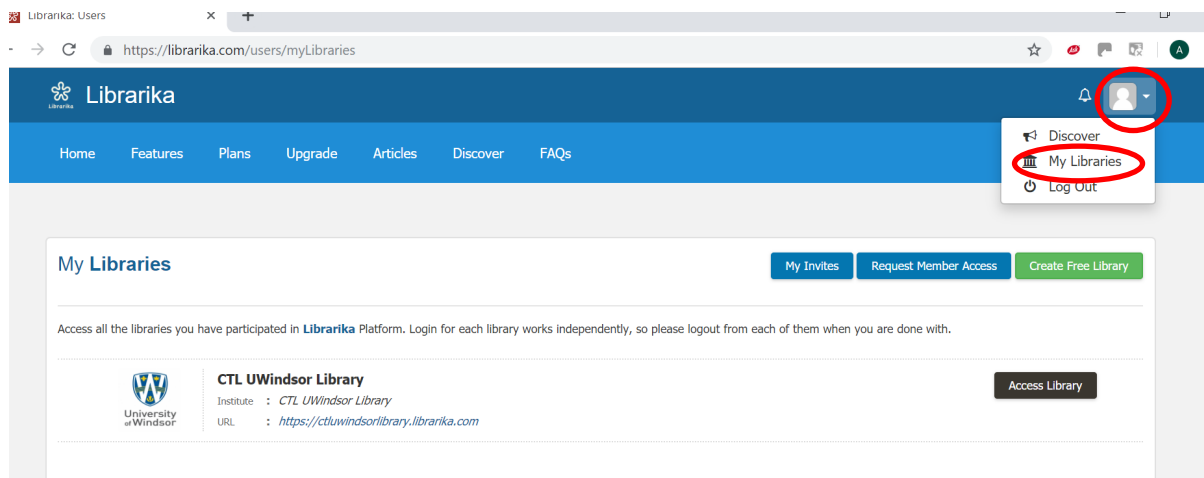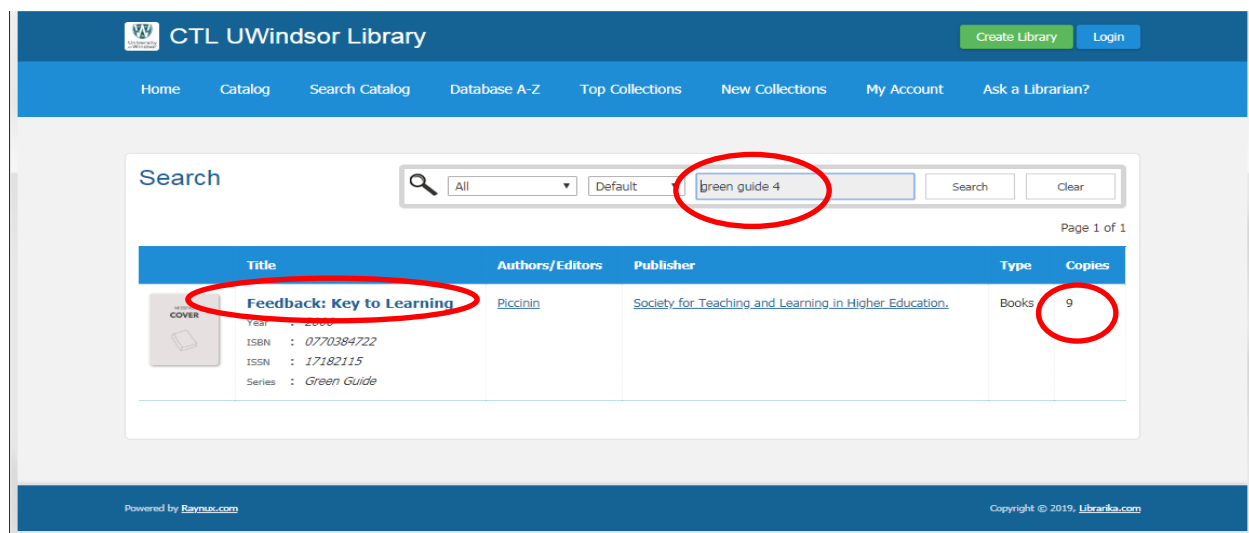
2) You can either enter the title of any desired book, keywords from a book title or the name of the author in the "**search catalog**" as shown below.

Please see the example below.

I searched for 'Green Guide 4' in the **keyword** portion. The database displayed the relevant information needed about the book including the number of copies available.

3) Click on the book title

4) Scroll down the page displayed as shown below and click on any of the red buttons to check the book out.

Green Guide
Feedback: Key to Learning

Type	**Book**
Authors	**Piccinin**
ISBN 10	**0770384722**
ISSN	**17182115**
Category	**Green Guide No. 4 [Browse Items]**
Edition	
Publication Year	**2006**
Publisher	**Society for Teaching and Learning in Higher Education., Canada**
Tags	
Abstract	
Description	
Biblio Notes	
Number of Copies	**9**

MISSING
COVER

👍 Like 0 Share

Buy online ($)
Biblio
Amazon
Book Depository
Powell's Books
Open Library

Library	Accession No	Call No	Copy No	Location	Availability

in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!

| Library	Accession No	Call No	Copy No	Location	Availability
Main	268 Request Checkout		1		Yes
Main	283 Request Checkout		9		Yes
Main	303 Request Checkout		8		Yes
Main	304 Request Checkout		7		Yes
Main	305 Request Checkout		6		Yes
Main	306 Request Checkout		5		Yes
Main	307 Request Checkout		4		Yes
Main	308 Request Checkout		3		Yes
Main	309 Request Checkout		2		Yes

RELATED ITEMS

d Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!

5) You will see the box displayed below. The loan period is set for one week by default. The proposed return date displayed therefore reflects this. This return date can however be manually changed for a shorter or longer period before you hit the submit button.
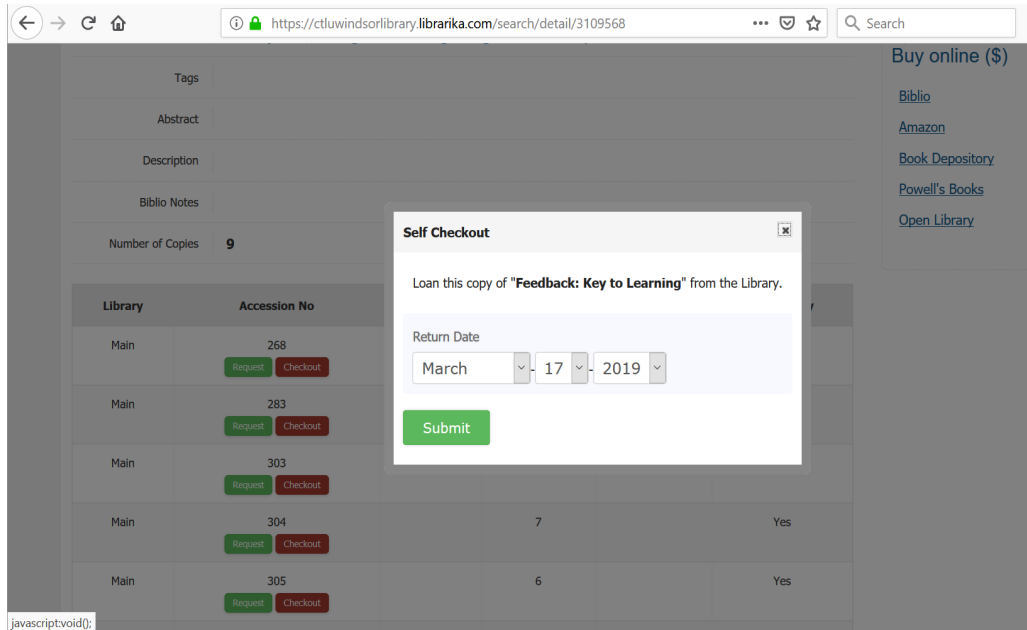
6) You will receive the message below after checking out the book. You have successfully checked out your book.

You may choose to close Librarika at this stage or check your account by clicking on the '**Back to my Account**' button as shown below.
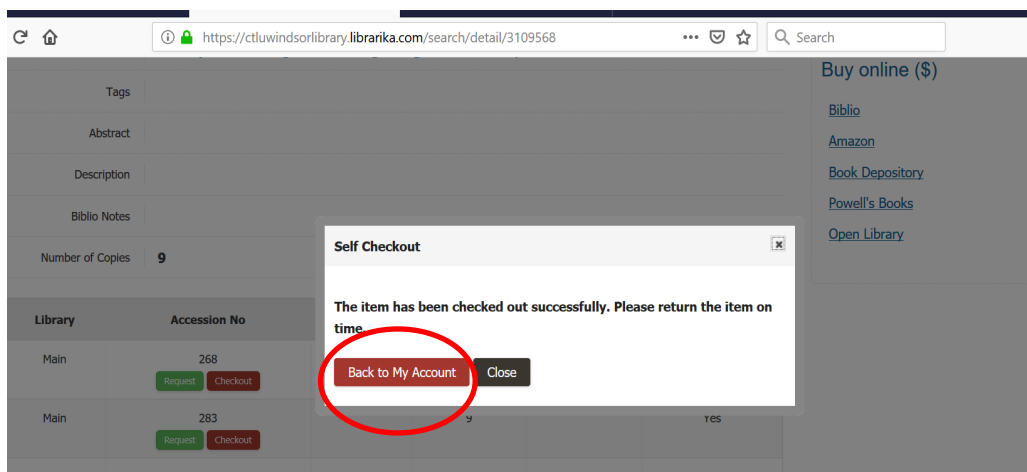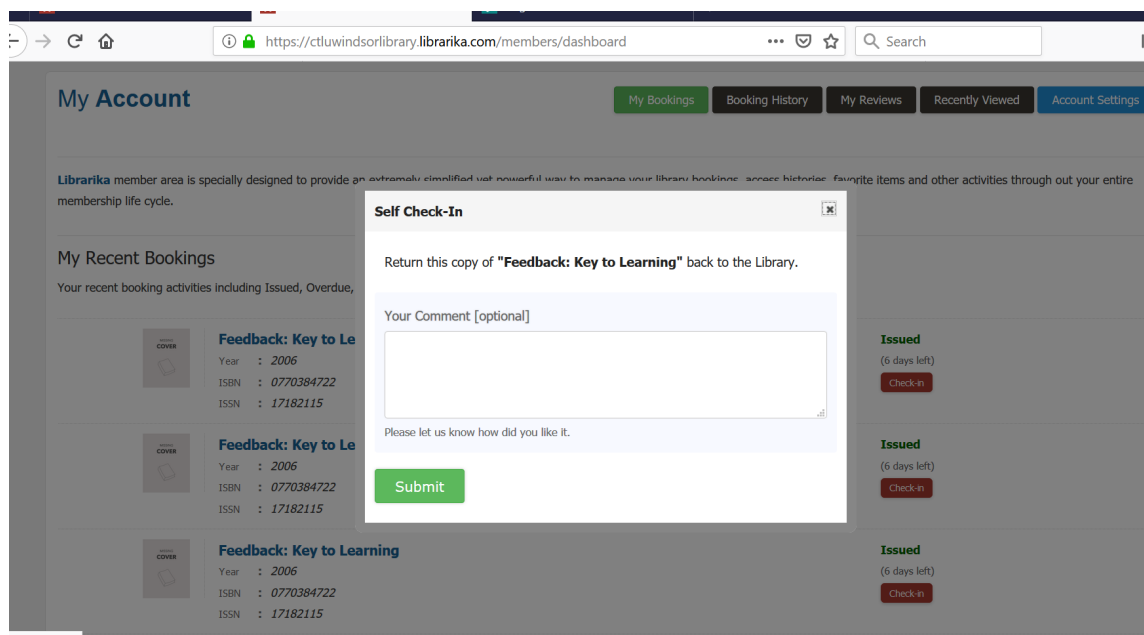
C) **TO CHECK-IN BOOKS**

Anytime you sign into the database, you can see your personal account on the home page/dashboard. See the example below. It confirms that I have signed out three copies of the Green Guide.
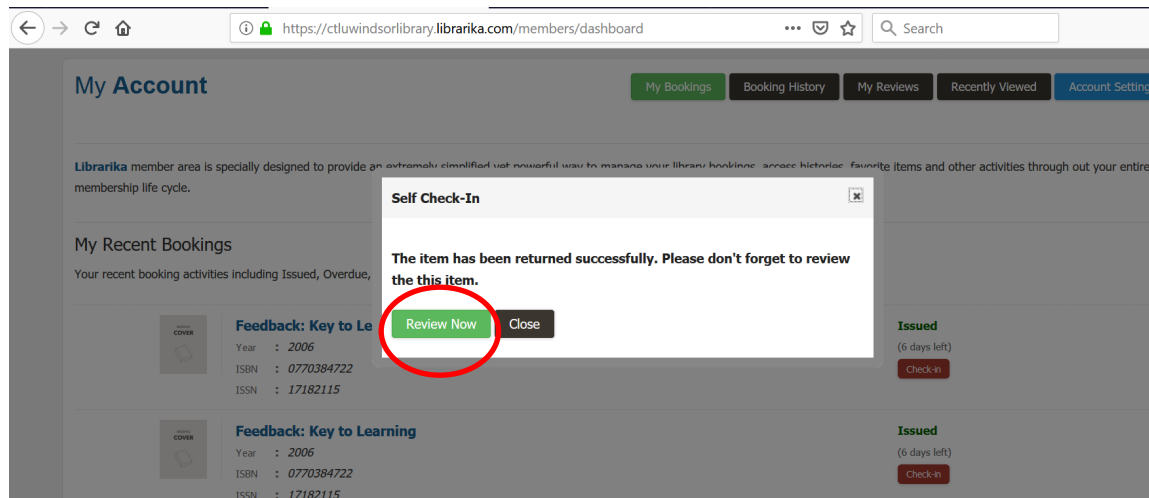
To return a book, click on the red **check-in** box of the particular book.
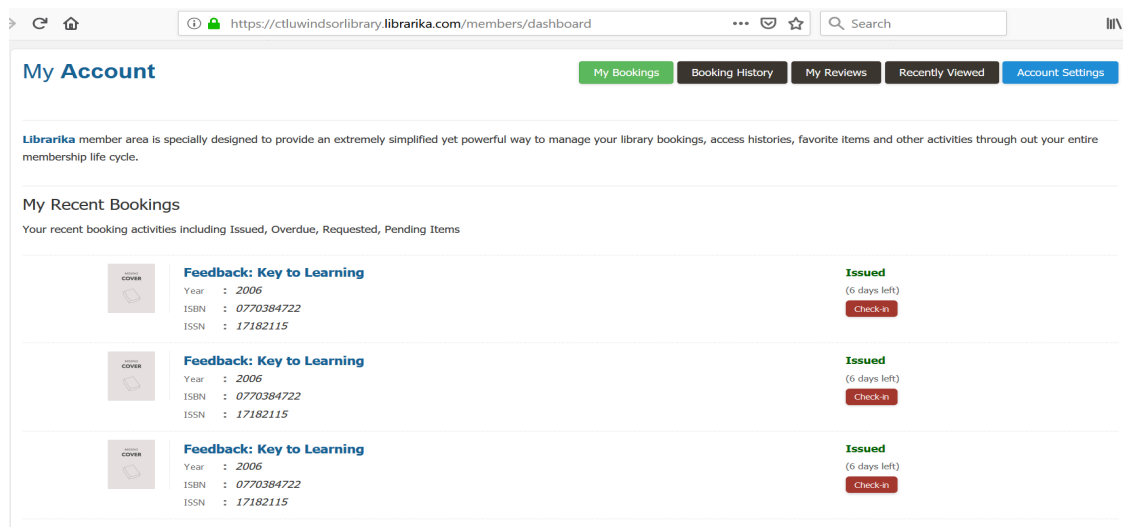
The box below appears. Hit the **submit** button.

The return is successful.

If you click on the '**Review Now**' button above, the image below displays two pending copies of the Green Guide still in my possession. They are therefore currently unavailable.