

# HOW TO USE DESIGNMUSEUM DENMARKS' LIBRARY DATABASE

GUIDE TO SEARCH, ORDERS AND LOAN

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# Front page, login, create user account

The link to the library online catalogue can be found on the museum website here:

Bibliotek - Designmuseum Danmark. Click on

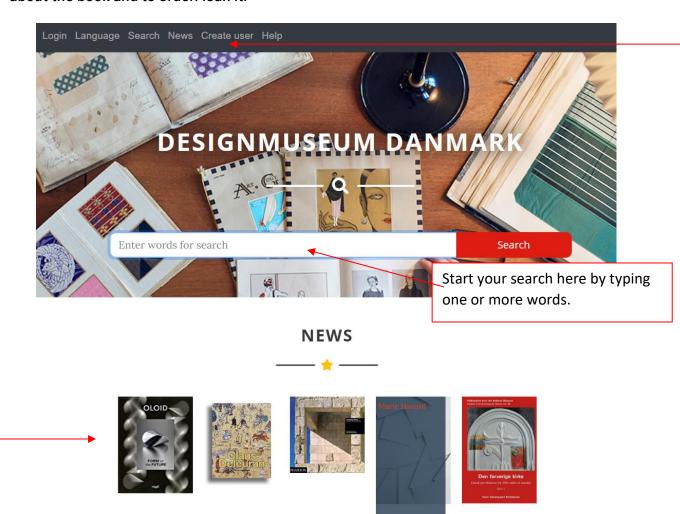
SØG I BIBLIOTEKET

Alternatively, you can use this direct link: Library catalogue

Create a user and/or login to order and loan books.

CPR-digits (yellow id card) are used as your loaner id and login. A 4-digit password is used as your pin-code, prompted at your first login. This combination (login + 4-digit password) is also your login to the self-loan machine in the library. If you are a first-time user and have created an account online, please identify yourself with an ID to the librarian present. You cannot order or loan until a librarian has verified your account.

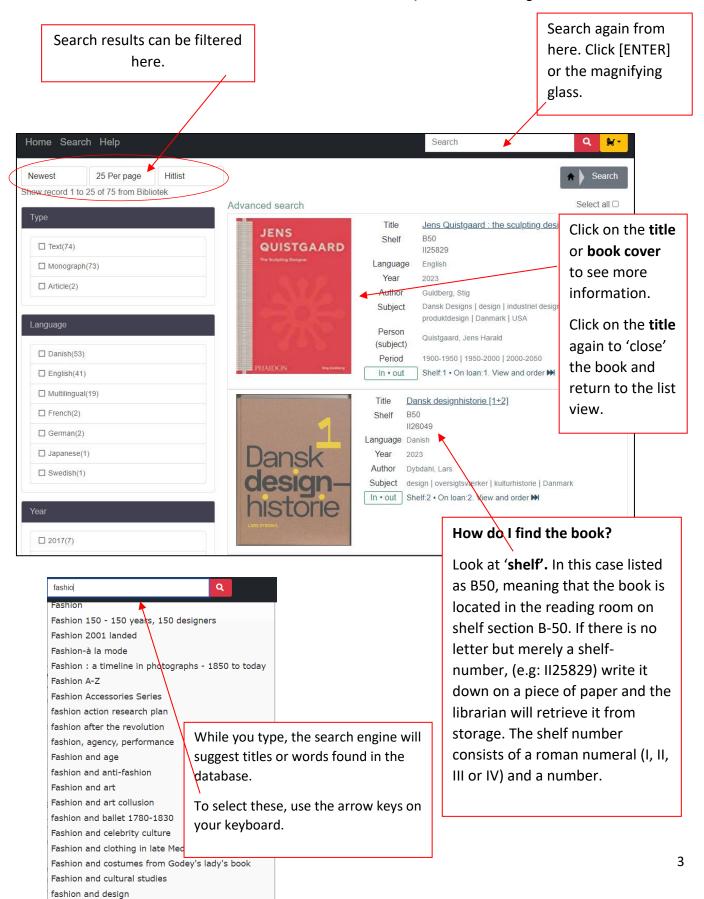
'News' will bring you the newest books in our collection. Click the book covers to learn more about the book and to order/loan it.



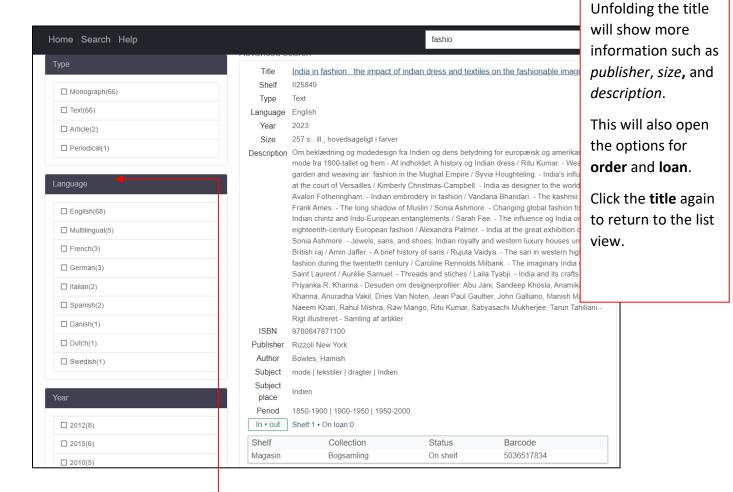
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# Search

Your search result will be shown as a list of titles with options for filtering.



#### **Extended book information**



#### Filter the search:

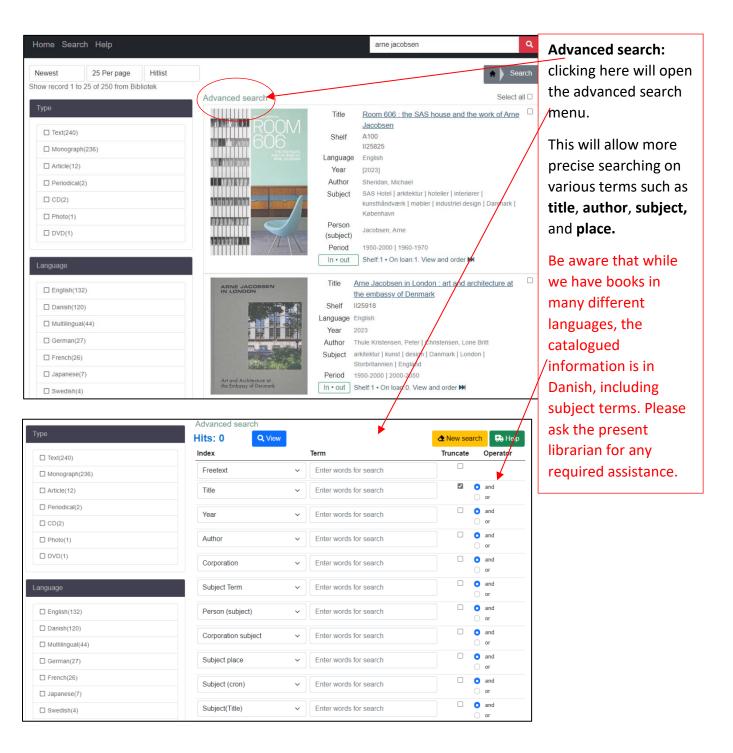
You can filter your search by using the facets on the left, such as *language*, *year*, *type* etc. by clicking them on and off.

#### **Hyperlink:**

Some of the words and terms in any given title are clickable and will prompt a new search.

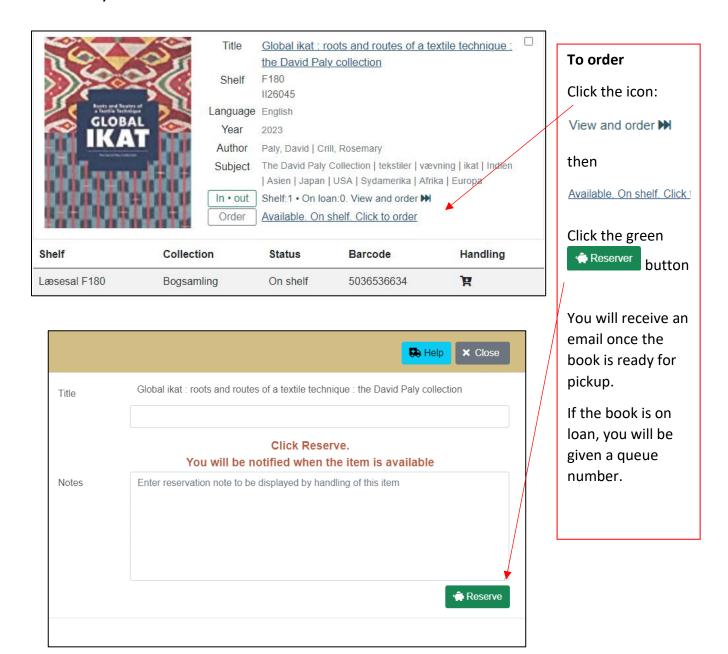
Be aware that this is only possible in the list-view, and that terms are in Danish.

## **Advanced search**



# Loan (order & reservation)

Users can order books for pickup at the library. We are also part of the interlibrary loan service, meaning that we send out books to libraries nationwide. You can use this service by ordering books through Bibliotek.dk. Pickup and return will be at your local library.



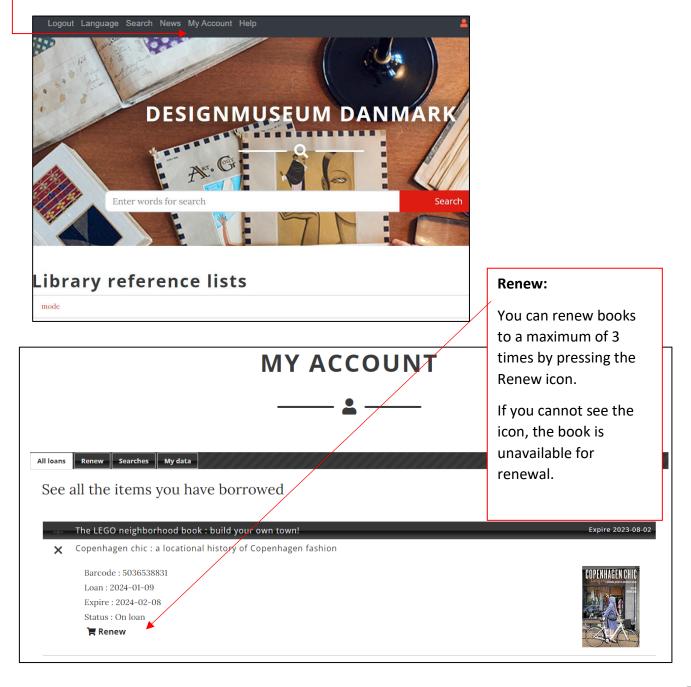
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#### Return

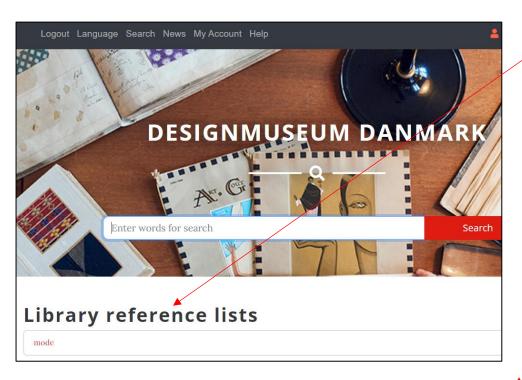
The regular loan period is 30 days. Books can be returned on the self-loan machine in the reading room. Outside opening hours, books can be returned in the black box outside the library door. You can renew your loans from your account page (see below).

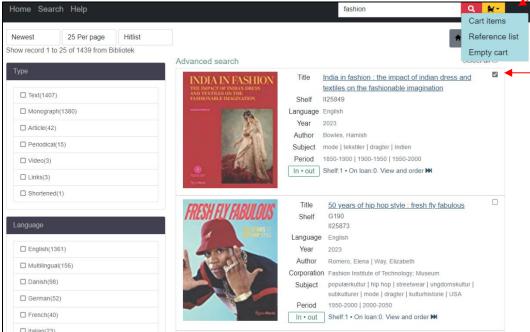
#### Account

At the bottom of the front page, you can access your account details and loans. You can edit personal information and see search history.



# Library reference lists





Reference lists can be accessed from the front page when created.

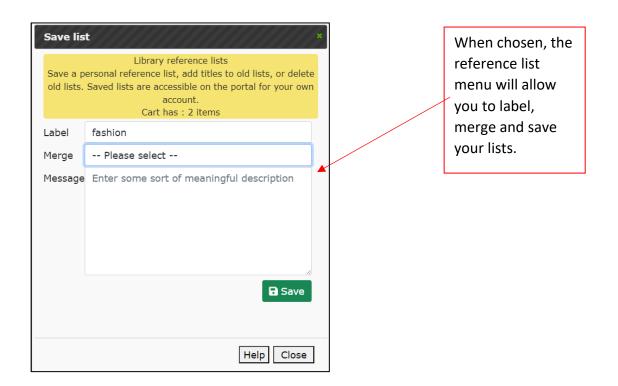
To make a **reference list**:

Checkmark the book in the right corner.

Once marked, the cart icon will appear with several options.



See your current marked items, empty the cart and/or add them to a reference list.



### Questions?

You can contact the Library at bib@designmuseum.dk

The library is open:

Tuesday and Wednesday 10am - 2pm

Thursday 10am - 5pm