

[Nederlandse versie](#) (nog niet aanwezig)

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© Medical Library Erasmus MC (AV)

version 15-03-2011: English version about ready (there is not yet a Dutch version)

Do you have remarks and additions? Send by e-mail to:

info.mb@erasmusmc.nl

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## 1. Request photocopies, introduction

You can order photocopies by using our webapplication '**Photocopy Service**'. For that purpose you have to register once. By e-mail you will receive a password that can be changed later.

For **employees of Erasmus MC**: you must use a **budget code (kostenplaats)**. After your registration, your account manager has to open your authorization separately; for that purpose he/she must be registered, and known as such by us (see next).

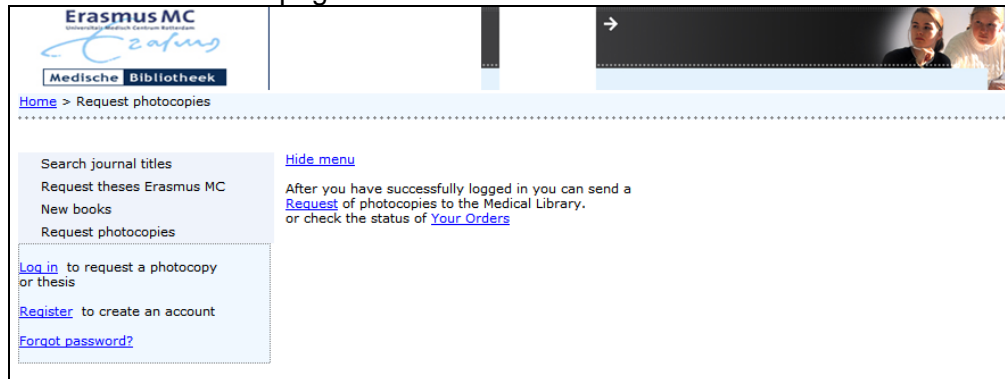
You are an **account manager**? You have to register as such. Then you need to tell the Medical Library that you are an account manager. After the Medical Library has marked your registration profile, you can open or close authorizations for all persons who intend to use your budget code(s). In addition you have the possibility to view all photocopy orders for your budget code(s).

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## 2. Menu

1. Go to MB-website (<http://www.erasmusmc.nl/medbib>) → QuickLink [09 - Formulier fotokopieën / dissertaties] / [09 - Request form photocopies / dissertations]

You will see the startpage:



Functions in the menu

### Search journal titles

(same as quicklink [08 - MB-journals])

### Request theses Erasmus MC

(see all theses of Erasmus MC; for requests you must be logged in)

### New books

(listing of books recently received in the Medical Library)

### Request photocopies

(you must be logged in)

### Log in to request photocopy or thesis

(Menu to log-in with your username and password)

### Register to create an account

(Sign up for a new account)

### Forgot password?

(Submit your username in order to receive a new password)

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## 3. If you are not logged in

### 3.1. Register for a new account

See chapter 4

### 3.2. Log in

### 3.3. Ask a new password

You need your username and/or e-mail address

### 3.4. Search journal titles

This is the same function as **MB-Journals**

### 3.5. View thesis

You can search for theses of Erasmus MC; if indicated 'repository', you can download the pdf of that thesis.

If you want to order the thesis you have to be registered and logged in.

### 3.6. New books

See the list of new books, added to the collection in the last three months. You can restrict to the last 3 / 6 / 12 months, and to categories.

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## 4. Registration as user

Restrictions:

employees

students of Erasmus MC

external private people

no restrictions; we deliver all materials, from our library and from other libraries.

external profit organizations

register and order at the Royal Library (*Koninklijke Bibliotheek, Den Haag*)

Dutch page: <http://www.kb.nl/hpd/bestel/bestel.html>

English page: <http://www.kb.nl/hpd/bestel/bestel-en.html>

#### 1. Employee of Erasmus MC:

use e-mail address [@erasmusmc.nl](mailto:@erasmusmc.nl)

As an employee of Erasmus MC you need **your e-mail address** and a **budget code ('kostenplaats')** of your department. Ask your account manager for your budget code.

However, you can only use budget codes for which an account manager has been registered and is known and such by the Medical Library office!

You can use more budget numbers, e.g. if you are working for more departments or more projects.

#### 2. Students of Erasmus MC / EUR

use your e-mail address [000000aa@student.eur.nl](mailto:000000aa@student.eur.nl)

#### 3. Any other e-mail address can be used, but we don't deliver photocopies of materials not in our collection

First time registration

1. In the menu above, click **[Register to create an account]**

Sign Up for Your New Account

Username:

Password:

Confirme password :

E-mail :

1. Invent and enter a new, unique username  
may not be used previously by you or others
  2. Invent and enter a new password, not necessarily unique  
format:
  3. Retype yor password
  4. Enter your e-mail address  
may not be used previously by you or others  
@erasmusmc.nl is needed if you want to use an Erasmus MC budget code
  5. **[Submit]**  
every time something turned out to be wrong, you have to invent and enter a  
new item; don't forget to re-enter the password twice every new trial
  6. **[Next]**  
if indicated that a new account was successfully created
2. Complete your profile

NB: You must complete the registration of your profile before any request to the medical library.

Profile

**Shipping address(\*=required)**

Last name\*

Initials\*   Male  Female

Institute

Department

Address\*

Postal code\*

City\*

Country\*

Phone\*

Fax

Room\*

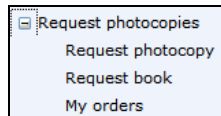
Reference

Please fill in your profile then click on 'Next'

1. Fill in the requested details (minimally those indicated by \*)
2. **[Next]**
3. If you are employee of Erasmus MC:  
Click tab **[Budget Number]**
4. Click **[Insert new Budget Number]**
5. Enter your budget number (4 digits like 0000)
6. **[Check account manager]**
  1. If account manager available: check data → **[Confirm]**
  2. If no account manager, **and you are the account manager**: fill in your  
data → **[Save]**

3. Otherwise: you can't be the account manager;  
hence click [Cancel] → tab [Billing Address]  
Enter data → [Save]
7. Complete your registration

## 5. If you are logged in



### 5.1. Request a photocopy

1. If you know the PubMed Identifier (default) **Request using PubMed ID**  
enter (copy&paste) the PMID  
if not known: go to 2.
  1. **Go**  
request form is automatically filled in
  2. Check if all requested fields are filled  
add 'x' if not filled and not known
  3. Tick route and time of delivery
  4. Choose account number or select "Receive Bill home"
  5. **Send**
2. Not from PubMed, or PMID not known
  1. **Request using database Med Bib**
  2. Click the first letter, e.g for The Lancet: **L**
  3. Click journal needed
  4. Enter the year
  5. Is the journal available **Online?**

if so: click '[here](#)' to go to the online-journal  
Then go to END

6. Tick route and time of delivery
7. Choose account number or select "Receive bill home"
8. **Send**
3. NOT a PubMed journal AND NOT in the collection of the Medical Library:

## 1. Request from elsewhere

Request article(*= required)	
Name of Journal*	<input type="text"/>
ISSN	<input type="text"/>
Year*	<input type="text"/>
Volume*	<input type="text"/>
Issue	<input type="text"/>
Pages*	<input type="text"/>
Authors*	<input type="text"/>
Title article*	<input type="text"/>
Note of your own purpose	<input type="text"/>
<b>Select route and time delivery</b>	
Speed of delivery time is an indication and depends on the delivering library	
<input type="radio"/> Normal delivery by surface mail - takes about 6 working-days. <input type="radio"/> Fast delivery by express mail - takes about 3 working-days. <input checked="" type="radio"/> Normal electronic delivery - takes about 4 workings days. <input type="radio"/> Fast electronic delivery - takes about 1 working-day. (Urgent requests submitted after 4PM will be processed the next working day.)	
Choose your account number	<input type="text" value="Receive bill home"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/> <a href="#">Cost</a>

2. Enter data of request
3. Tick route and time of delivery
4. Choose account number or select "Receive bill home"
5.

## 5.2. Request a book

Enter the data of the book

Request article(*= required)	
If you want to request a chapter or a part of the book, please check the Request box under.	
Titel of Book*	<input type="text"/>
ISBN	<input type="text"/>
Year	<input type="text"/>
Authors	<input type="text"/>
Edition	<input type="text"/>
Note of your own purpose	<input type="text"/>
<input type="checkbox"/> Request a chapter or part of the book.	
Choose your account number	<input type="text" value="Receive bill home"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/> <a href="#">Cost</a>

- To request a photocopy of a chapter or several pages of the book  
Tick the selectbox "Request a chapter or part of the book"
- To borrow the book as a whole  
Don't tick the selectbox

## 5.3. My orders

(see the status of requests)

## 5.4. Other functions

<a href="#">Edit your profile</a>
<a href="#">Sign out</a>
<a href="#">Change password</a>
<a href="#">Change user name</a>

5.4.1. **Edit your profile**

5.4.2. **Sign out**

5.4.3. **Change your password**

5.4.4. **Change your username**

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