The NEBIS catalogue brings together the collections of the libraries taking part to the NEBIS network. It gathers many Swiss scientific and technical libraries, including the Bibliothèque de l’EPFL.

NEBIS contains several millions of titles, in various media : books, periodicals and multimedia documents. A large part of them can be ordered online.

Access

- www.nebis.ch
  directly on NEBIS website
- library.epfl.ch
  via the Library’s website (computer and smartphone)
1. USER ACCOUNT

Each registered patron has got an online account. This account enables them to check information about their loans, make renewals, reservations and orders, display transactions and edit personal data.

![Figure 1 – NEBIS user account](image)

**Access**

* The user account is reachable through [www.nebis.ch](http://www.nebis.ch) (right-hand side):

![Figure 2 – Access to the NEBIS user account from the catalogue’s welcome page](image)

* The user account is also available from any other catalogue page through a click on “Sign in” then “My account” (top right)

* It is also possible to access it through the Library’s welcome page ([library.epfl.ch](http://library.epfl.ch)) using the “You want to...” menu
User indentification number (ID)

◊ For the EPFL community: “EL” followed by the EPFL card’s (CAMIPRO)
  Sciper number, without spaces
  Example: EL123456

◊ For external users: the Library card bar code

Password

In case of password loss, contact the Library over the phone (021 693 21 56) or
by e-mail (questions.bib@epfl.ch).

2. SEARCH

Simple search

The search bar on the catalogue’s welcome page (www.nebis.ch) can be used to
make a simple search:

![Figure 3 – Search bar on the NEBIS welcome page](image1)

It is also possible to click on “Library search” on any other catalogue page:

![Figure 4 – Search in the NEBIS catalogue](image2)

This second interface allows a more accurate search:

• Choice of the document type (books, periodicals, DVDs,...)

• Specification regarding the keywords occurrence (as phrase, starts with,...)

• Choice of the field where the keyword has to figure (title, creator, subject,...)
**Advanced search**

Advanced search enables to:

- Add up keywords
- Make up search according to additional factors: creation date, resource type, etc.

![Figure 5 – Advanced search example](image)

**Search results**

Results are displayed as a short titles list and sorted by relevance. With a click on the “sorted by” section, it can be changed into date-newest, creator or title orders.

![Figure 6 – Results list](image)
The thumbnails signal the type of material (periodical, book, etc.). If there are too many results, it is possible to refine the search with the filters displayed on the right (availability, library, resource type, creator, creation date, etc.).

*Note:* a number of documents appear in the catalogue but belong to libraries that won’t lend them to people who aren’t their patrons, thus excluding Bibliothèque de l’EPFL users. Refining with “NEBIS lending network” allows displaying only the documents effectively available for loan.

By clicking on the “There are x versions of this item” button, one can look up for different editions of a similar reference. A click on the document title allows switching from the result list to an individual record. From there, one can access the “Locations & Request” and “Details” tabs, which enable to respectively know about the location of the document and get detailed information about it.

**Detailed record**

Under the “**Locations & Request**” tab are mentioned the libraries that own the searched document. The + symbol is used to display where the different copies are. In the following example, the book is at the Bibliothèque de l’EPFL in the Sciences et Techniques section, under the call number 546.26 DSO.

![Detailed record, "Locations & Request" tab](image)

*Figure 7 – Detailed record, “Locations & Request” tab*

*Note:* if a date is mentioned under “Status”, it means that the document is already borrowed. It is nevertheless possible to reserve it (see point 4. RESERVING AND ORDERING DOCUMENTS).
The “Details” tab contains bibliographic information about the document (title, author, year, etc.). From there, it is possible to export the reference (send it by mail, print it, add it to a bibliography management tool, etc.). The subjects list at the bottom describes the document content. Each subject is a clickable element that allows redirecting the search on a specific theme.

Figure 8 – Detailed record, “Details” tab

3. EXTENSION

Each loan is automatically renewed two times if no one else has claimed for the borrowed document. The patron can make three other renewals online, via the user account (see point 1. USER ACCOUNT). There is a «Renew» button at the right of the borrowed documents:

Figure 9 – Extension via the user account

4. RESERVING AND ORDERING DOCUMENTS

If a document is already borrowed, it can be reserved ; if it isn’t owned by the Bibliothèque de l’EPFL but is available elsewhere in the network, it can be ordered. These two options can be carried out for free using the “Loan” button displayed in the “Locations & Request” tab. After clicking on it, the patron will just have to choose where the document is to be delivered.

Note : This function appears only if the library user is signed in (see point 1. USER ACCOUNT).
5. ORDERING COPIES

The NEBIS catalogue also offers the possibility to order articles/book parts photocopies or scans when those are not available in Lausanne.

Note: Unlike reserving and ordering documents, this service is charged.

A click on “Photocopy Request” (see Figure 10) leads to a short form, where the user can choose the delivery mode: “E-Mail” for getting a pdf document, “Postal Delivery” for getting a paper document. Care should be taken when filling the rest of the form, in order to give as much information about the document as possible (author, title, pages and volume/issue as well).

Figure 10 – Request options

Figure 11 – Copy request
6. HELP

► www.nebis.ch provides a FAQ list:

![FAQ](image)

*Figure 12 – FAQ*

► Professional services are carried out at the Library’s desks 8am-8pm Monday-Friday
► The librarians answer questions over the phone and by e-mail (see point 7. CONTACT)

7. CONTACT

📞 021 693 21 56

✉️ questions.bib@epfl.ch