Creating an account on Libib

1- In order to place a hold on an item, you should register for an account on Libib. First, please send an email mec.comms@lse.ac.uk with the subject line: PATRON ACCOUNT REQUEST. In email, please include name, surname, and your preferred email address.

PATRON ACCOUNT REQUEST	_ 🖉 ×
To mec.comms@lse.ac.uk	Cc Bcc
PATRON ACCOUNT REQUEST	
NAME: SURNAME: PREFERRED EMAIL ADDRESS:	

2- After sending it, you will receive another email with the subject line PATRON ACCOUNT CREATED. You can then go to the MEC Library website, and follow the next steps.



Checking out items

3- You can then use your email address to login. If this is your first time creating an account, click "Need Password?" to get your initial login information. You will then receive a password from Libib to login to your account.

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	Insert your email add	ress here		
	Password			
Click "Need Password?"	Login	Cancel	- 5	
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4- Once you receive your password from Libib, you can then use it to login to your account and browse. The next section of this manual will give further instructions on browsing the items in the library.

Browsing the catalogue

1- On the MEC Library online catalogue, you can access the main collection, journal collection, the Arabic collection, and the W. H. Lawson collection.



2- There are various ways to search the catalogue. Within each collection, you can sort the items by title, author, creation date, or the publishing date. You can also search for a specific item in the search bar.



3- Every item has an assigned "group" for their thematic or regional focus, and "tags" for topics covered. You can see the tags and categorize the items through choosing them from the "filters" tab. Additionally, you can view specific items in a group through selecting "title" categorization—this will re-sort under the group heading.

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4- When you decide to place a hold on an item, you can click on it and choose "add hold". You can also view the item's detailed information. Please note that the W. H. Lawson collection is not available for borrowing.



5- After you've places your hold, click checkout.

Patron Page		Library	Active History	Edit Profile	Logout)
Active	Click here to v	iew the "a	octive" ta	ab		
Current Checkouts Empires of Faith: <u>The Fall</u> of Rome to the Rise of Islam	Current Holds No items currently on hold.	L				
Peter Sarris Barcode: 2010000005828 Checked Out: 2022-09-00 Due: 2022-09-20	kout information					

6- You will then receive an email from the Library manager confirming the availability of the book and details about collection.

- 7- Once you collect the book, you can see the items you've checked out, as well as their due dates by clicking your avatar and going to the "active" tab.
- 8- If you have any questions, please email mec.comms@lse.ac.uk