# LIVIVO - Tips for Getting Started

Open a LIVIVO account Access documents View account details





# **Account options**

### My account

- ► Click on My account above the search bar.
- ➤ Some items in the menu on the left Loans, Orders, Reservations, and Fees are only visible to users who have a fully activated ZB MED Cologne library card.
- ► Click on **Document delivery** to see documents you have paid for and ordered (not just from ZB MED's holdings).

#### Renew items

- ► Click on the **Renew all items** link
- ➤ This automatically extends the loan period of any items that are eligible for renewal (green = item renewed, red = item cannot be renewed).
- Items cannot be renewed more than five working days before the return date.
- Renewals are only possible up until the last day of the loan period.
- Overdue fines will be payable for any items renewed after this time.

### Update my details

- ► Click on **My account** above the search bar.
- Click on Change user data to notify us of changes to your address or email.
- The other data listed here (e.g. name, different delivery address) is only required for the fee-based document delivery service.

# I already have a ZB MED library card. How do I make a LIVIVO account?

#### Create an account

- 1. Go to www.livivo.de in your browser.
- 2. Click on Login in the top-right corner.
- Click on the link lower down the page (Quick registration for users with a ZB MED Cologne library card).
- 4. Enter your library card number and PIN (your eight-digit date of birth) and click **Register**.
- Confirm your data by clicking Save user data now at the bottom of the screen.

You can now log in to LIVIVO with your library card number and PIN and manage your library account.



## Login

Forgot your password?	
	Eorgot your password?

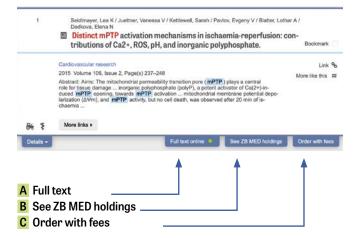
Registering with LIVIVO is free, and it gives you access to a number of additional services, e.g.:

- Access to a number of additional services, e.g.:
- Access full texts with extended LIVIVO licences
- Export your personal bookmarks
- Set up a search agent to continuously search for new items related to your search topics

# **Accessing documents**

### Finding/borrowing items

At the bottom of each search result, you will see up to three tabs that offer different ways to access the item:



You can also use the **Details** tab and the **More links** button to obtain access to an item's research data, table of contents and abstract (where available) as well as a link to the online source.

LIVIVO is the search portal of ZB MED – Information Centre for Life Sciences in Cologne and Bonn

Visit our website: www.livivo.de Get in touch: livivo@zbmed.de

# Three ways to access items

### A Full text online

Click this tab to access the full text of the item online. This may be free of charge or subject to restrictions depending on the licence conditions.

- ► Green dot: free of charge
- Yellow dot: free of charge after registering for remote access or on site
- Red dot: access may require payment of a fee

# **B** See ZB MED holdings

- ➤ This tab indicates that the item is held in ZB MED's stocks. Click on the tab for information on where to find the item (shelf mark, location) and its loan status.
- Items that are marked as Available for loan can be found at the stipulated location and borrowed using the self-service issue machines.
- ▶ Items marked as **Order for loan/Order to use in reading room** can be ordered in one click if you are already logged in. Your item will generally be kept on the collection shelf in the reading room for ten working days and can be borrowed through the self-issue machines by clicking on the link.
- ▶ Items that are currently on loan can be ordered by clicking on Reservations. You need to be logged in to do this. As soon as the item is returned, we will let you know by email. The item will be kept for you for ten working days.
- Please visit our location in Bonn to carry out loans and reservations of books from ZB MED Bonn.

### C Order with fees

- subito: This delivery service sends orders directly to your home. Click on Order via subito with fees
- Inter-library loan: You can order an item that is not held by ZB MED for a fee of €1.50. It will be delivered to ZB MED ready for collection or borrowing.



# Visit us in Cologne and Bonn

The LIVIVO search portal is run by ZB MED - Information Centre for Life Sciences, located in Cologne and Bonn

#### Cologne location

Medicine and Health Gleueler Strasse 60 50931 Cologne, Germany

Library/reading rooms/ loans/returns: Mon-Fri: 9 a.m.-7 p.m.

#### Bonn site

Nutritional, Environmental and Agricultural Sciences Friedrich-Hirzebruch-Allee 4 53115 Bonn, Germany

Reading rooms/open stacks: Mon-Fri: 8 a.m.-midnight Sat+Sun: 10 a.m.-midnight Lending and returns Mon-Sun: 10 a.m.-midnight

#### ZB MED InfoCenter

info@zbmed.de | www.zbmed.de | +49 (0)221 999892-240









Visit us at www.livivo.de or follow us on the social media platforms YouTube, LinkedIn, Instagram and Mastodon.