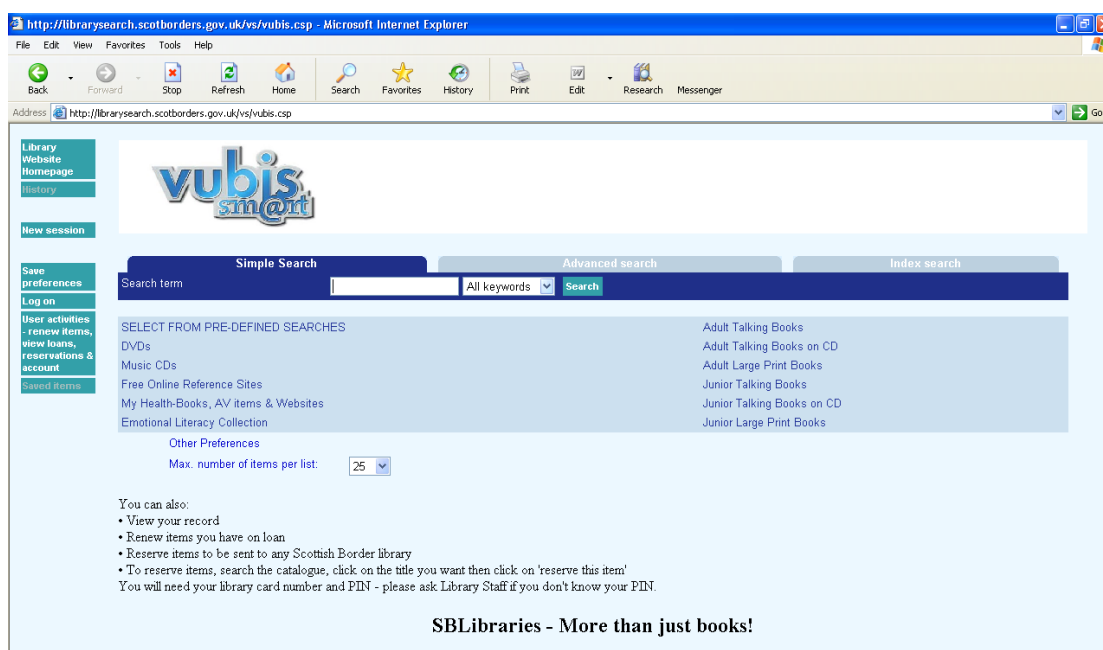


# HOW DO I USE VUBIS SMART?

## Searching for a book

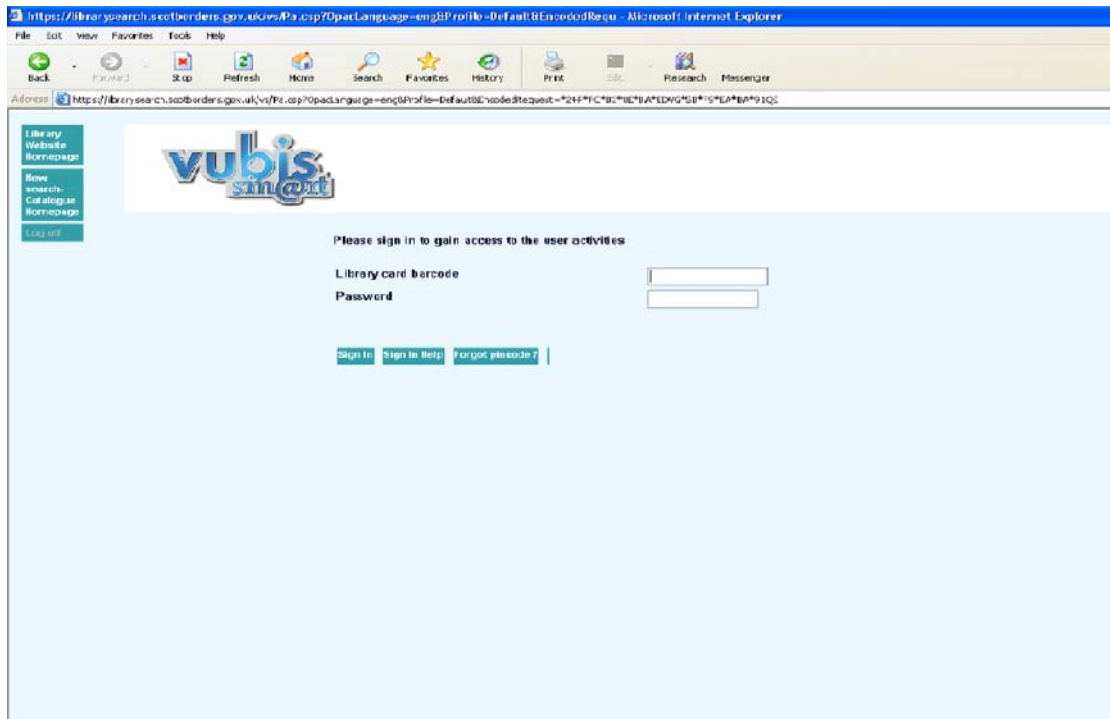
- To look for a book or renew a book that is out on loan, you need to use the Vubis Smart system.
- Click on the hyperlink below and it will take you to the website.
- <http://librarysearch.scotborders.gov.uk/vs/vubis.csp>



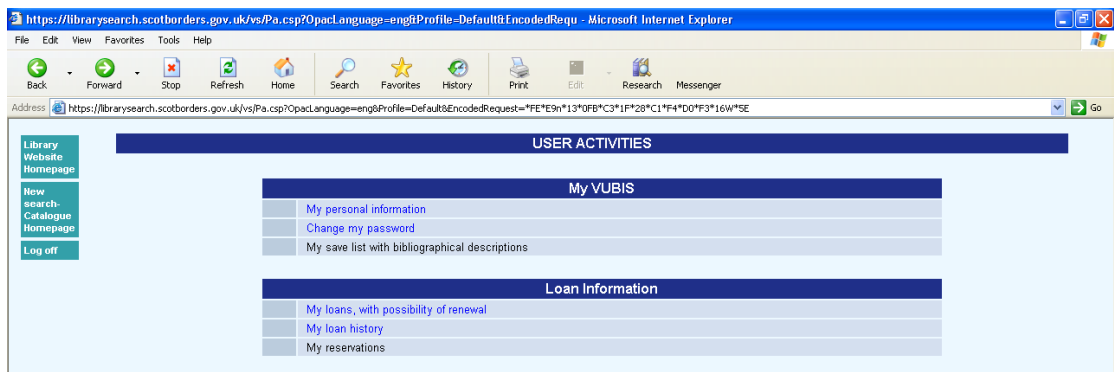
- If you want to search for a book then search the book title or the author into the search term box.
- You can search all keywords or you can search for specific keywords, e.g. Author, Book title or subject if you are searching for revision material.
- Once the book you are looking for is found click on the title of the book and on that new page under Shelf mark should show all the locations the book is.
- If it is not in the school library you can ask the librarian for it and she will have it sent to the school so you can pick it up.

## Renewing a Book

- If you want to renew a book click on, User activities - renew items, view loans, reservation & account.
- You should see the screen below.



- You will need to sign in order to renew any books you have out on loan.
- You will need your library card barcode number or a young scot card number for the login, you will also need a four digit pin for the password that you can get form the librarian.



- Once you have signed in you should see the screen above.
- If you want to renew a book click on 'My loans, with possibility of renewal'
- When that is done the page should show the book/s you have out on loan.
- To renew click on the box under the renewal column and click renew on the right of the page.
- The book will be renewed and the due date will change.