

Library Registration

Loan services and access to the online catalogue

University of Trento

User Guide

by Wanna Manca and Maria Barbone

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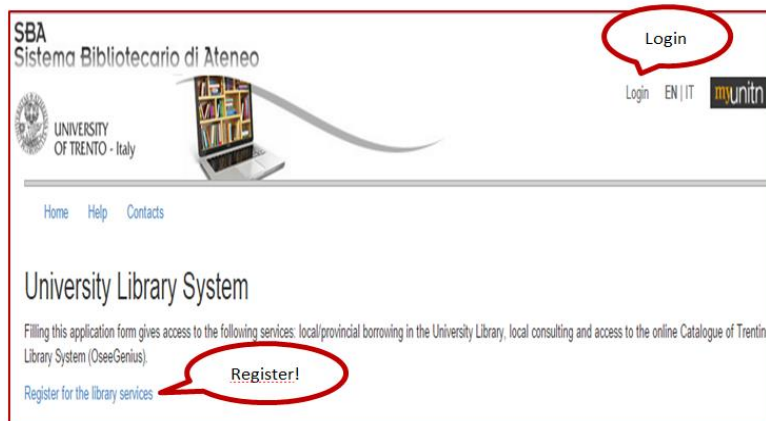
1. Registration Form

The library registration web form allows users to access loan services and the reserved area of the online public catalogue. Personal data will be stored and handled in compliance with Italian Law and for UNITN statistical analysis.

If an internal user logs into the form, some fields will be automatically filled in. External users have to fill in all fields.

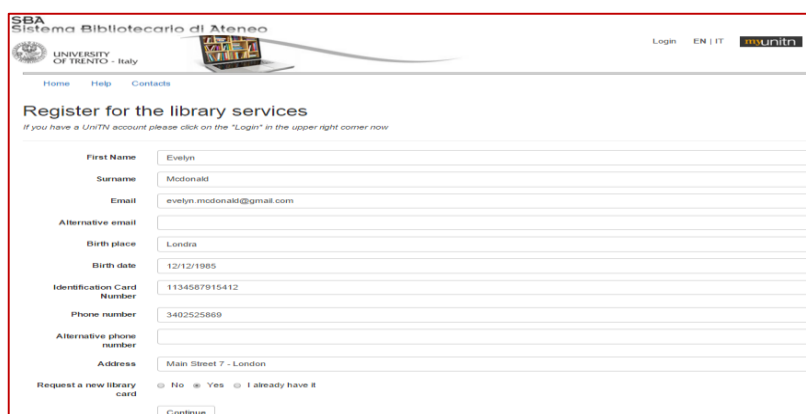
2. Internal Users

Click “Library registration” on the library homepage and follow the steps as shown below. There you will find “Help” and “Contacts”.

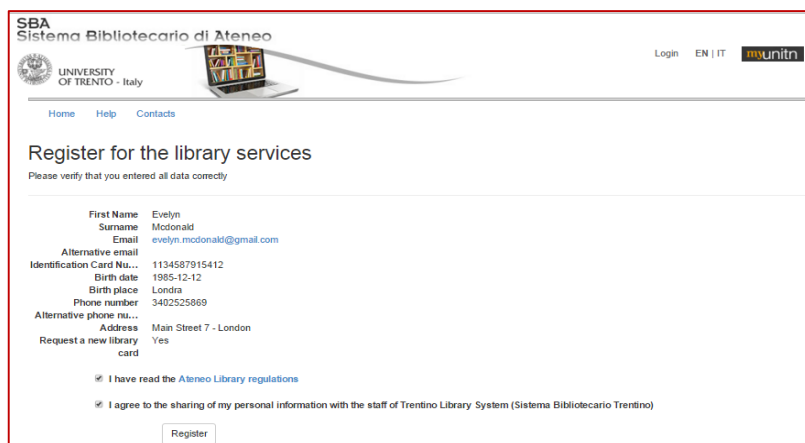


Fill the form choosing if you want a library card (free, no expiration date and valid in any library in Trentino), if you own it, if you do not want one.

1. If you want a library card, please choose “Yes” and submit.




To complete the registration, you have to tick off that you have read the library Regulations and that you allow Trento University Library to handle your data.



SBA
Sistema Bibliotecario di Ateneo

UNIVERSITY OF TRENTO - Italy

Login EN | IT 

Home Help Contacts

Register for the library services

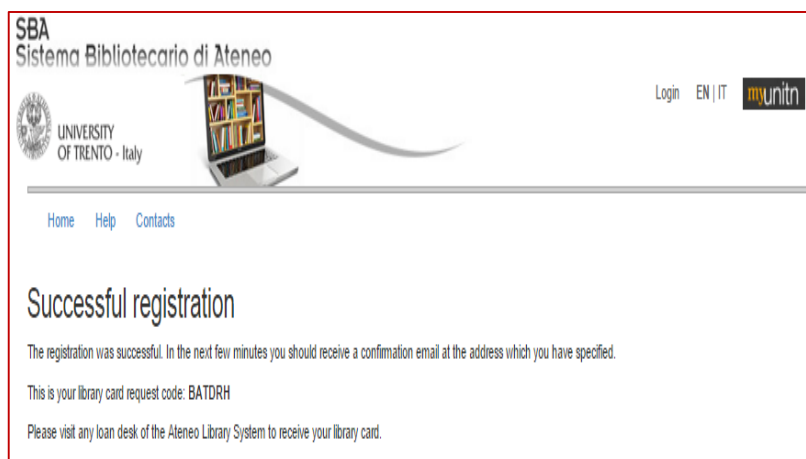
Please verify that you entered all data correctly

First Name	Evelyn
Surname	McDonaki
Email	evelyn.mcdonaki@gmail.com
Alternative email	
Identification Card No...	1134587915412
Birth date	1985-12-12
Birth place	Londra
Phone number	3402525869
Alternative phone nu...	
Address	Main Street 7 - London
Request a new library card	Yes

I have read the [Ateneo Library regulations](#)


I agree to the sharing of my personal information with the staff of Trentino Library System (Sistema Bibliotecario Trentino)

Your registration is considered to be complete if confirmed by an email in which you will be given a Request number, useful to get your library card when you come to one of the libraries of the Library University System. Should you lose this number, just tell the librarians your name and surname and they will check the database for it.



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Home Help Contacts

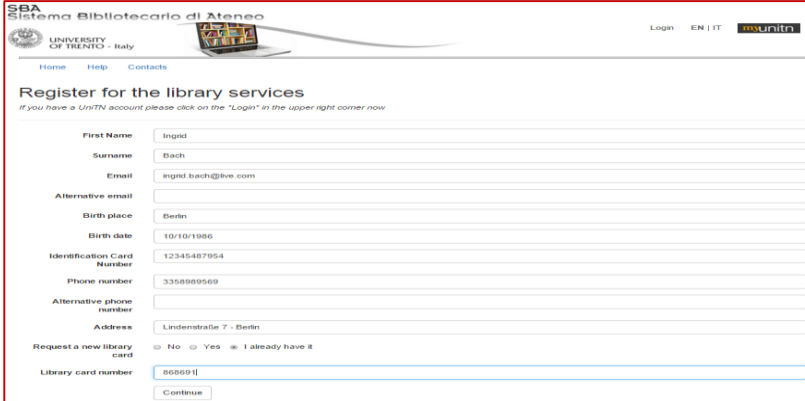
Successful registration

The registration was successful. In the next few minutes you should receive a confirmation email at the address which you have specified.

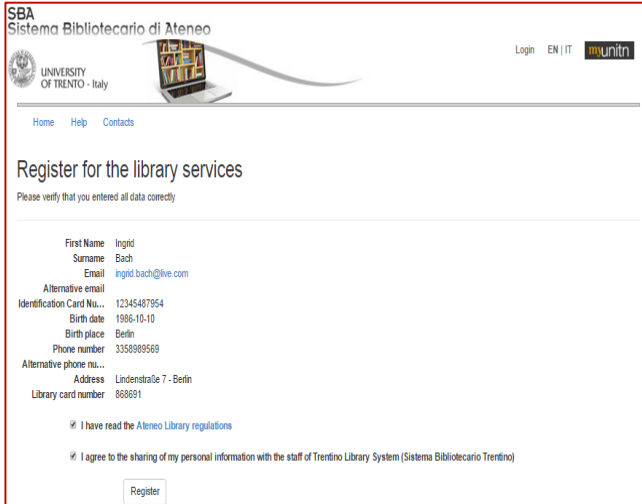
This is your library card request code: **BATDRH**

Please visit any loan desk of the Ateneo Library System to receive your library card.

- If you already own a library card, choose "I already have it", type your library card number and submit.



To complete the registration, you have to tick off that you have read the library Regulations and that you allow Trento University Library to handle your data.




Your registration will be complete if confirmed by an email. Your data will be reported in the Trentino Library System loan information system.

- If you do not want a library card, please choose “No” and submit.
N.b. You can ask for a Library card afterwards: come to one of the libraries of the Library University System, give your name and surname, specify that you had already filled in the web form.

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Home Help Contacts

Register for the library services
If you have a UniTN account please click on the "Login" in the upper right corner now

First Name: Ingrid
Surname: Bach
Email: ingrid.bach@eve.com
Alternative email:
Birth place: Berlin
Birth date: 10/10/1986
Identification Card Number: 12345487954
Phone number: 3358889569
Alternative phone number:
Address: Lindenstraße 7 - Berlin
Request a new library card: No Yes I already have it

Continue

To complete the registration, you have to tick off that you have read the library Regulations and that you allow Trento University Library to handle your data.

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Home Help Contacts

Register for the library services
Please verify that you entered all data correctly

First Name: Ingrid
Surname: Bach
Email: ingrid.bach@gmail.com
Alternative email:
Identification Card No...: 33345987854
Birth date: 1986-10-10
Birth place: Berlin
Phone number: 3358889569
Alternative phone nu...:
Address: Lindenstraße 7 - Berlin
Request a new library card: No

I have read the [Ateneo Library regulations](#)

I agree to the sharing of my personal information with the staff of Trento Library System (Sistema Bibliotecario Trentino)

Register

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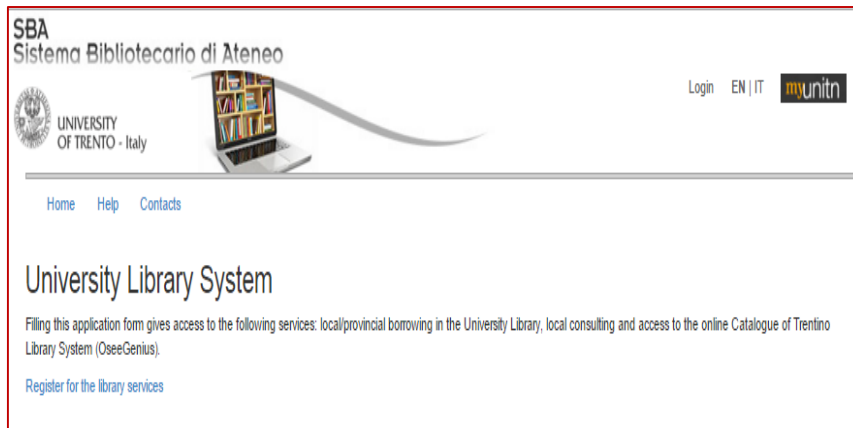
Home Help Contacts

Successful registration
The registration was successful. In the next few minutes you should receive a confirmation email at the address which you have specified.

Your registration will be complete if confirmed by an email.

3. External Users

Click “Library registration” on the library homepage shown below: Register for the library services



Fill the form choosing if you want a Library card (free, no expiration date and admits in any library in Trentino), if you already own it, if you do not want one.

To complete the registration follow the aforementioned steps 1-3 for internal users.

The screenshot shows the registration form titled 'Register for the library services'. It includes a note: 'If you have a UnitN account please click on the "Login" in the upper right corner now'. The form fields are: First Name, Surname, Email, Alternative email, Birth place, Birth date (with a dropdown menu showing '01/01/0001'), Identification Card Number, Phone number, Alternative phone number, and Address. At the bottom, there is a radio button selection: 'Request a new library card' (selected) and 'I already have it'. A 'Continue' button is located at the bottom right of the form.