

swisscovery University and PH Bern: **Research, borrow, download**

What can I find via swisscovery University and PH Bern?

Via *swisscovery University and PH Bern* (ubbern.swisscovery.slsp.ch) you can search the library collections of the University and PH Bern as well as a total of around 475 academic libraries throughout Switzerland.

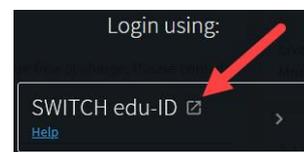
You can find **physical media for borrowing or on-site consultation** via this platform: Books, specialist journals, newspapers, but also, for example, images, films, sound formats, music scores, maps or teaching materials. You can order many of these media via the courier delivery service to a library near you and pick them up from there.

The platform additionally contains **online resources** that - depending on location or authorisation (see page 4) - can be viewed or downloaded online.

How do I register?

The prerequisite is that you have a **SWITCH edu-ID** account and have it **registered once** for library use.

Use your SWITCH edu-ID (e-mail address and password) then to log in to *swisscovery University and PH Bern* at the top right corner of the site.



How do I search for media?

You can use three different search profiles:



“University and PH Bern”: It searches the library collections of the University and PH Bern, the Universitäre Psychiatrische Dienste (UPD), Inselspital and Swissmedic (Swiss Agency for Therapeutic Products). In addition to physical media, this also includes online resources (e-journals, e-books, databases, and e-publications by Bernese researchers).

“UniBe and PH plus”: It searches through a large pool of online resources that are either paid for by the University of Bern or are freely accessible (Open Access): scientific articles, e-journals, chapters from e-books and the like.

“swisscovery”: It searches the library collections of all participating Swiss libraries nationwide, whether physical media or online resources.

How do I order physical media for borrowing?

To order an item, you must be logged in (see page 1).

You can **optimise** the list of **search results** by clicking on the narrowing criteria on the left-hand side:

The screenshot shows a search results page with the following elements and callouts:

- Save current search query and results list:** A callout pointing to the 'Save query' button at the top right.
- Optimise results and filter according to various criteria:** A callout pointing to the left-hand navigation menu, which includes options like 'Sort by Relevance', 'Show only', and 'Resource Type'.
- Click on the title and find more information about the copy as well as the order form:** A callout pointing to the title 'Sustainable food waste-to-energy systems'.
- Save title in "My Favourites":** A callout pointing to the bookmark icon next to the title 'Food waste and sustainable food waste management in the Baltic sea region'.

Click on the desired title in the search results list.

In the full title display, go to the **"Loan and request options"** section.

Under "Location items" you will find copies of the title that are located in the libraries of the University of Bern and PHBern and can therefore be ordered quickly and **free of charge**.

After clicking on **"Loan"**, enter the desired pick-up location in the "Pick-up location" field.

If there is no copy of the title available in your area, you can order a copy from another Swiss library under **"Other loan and request options"**.

The copy will be delivered either by the **courier service** to a library near you or **by mail** to your home.

These deliveries are **subject to a charge**.

The screenshot shows the full title display for the book 'Food waste: home consumption, material culture and everyday life' by David Evans. The page includes the following elements and callouts:

- Loan and request options:** A callout pointing to the 'Loan and request options' section header.
- Click on "Loan" to order the title:** A callout pointing to the 'Loan' button in the 'REQUEST:' section.
- Other loan and request options:** A callout pointing to the 'Other loan and request options' dropdown menu, which lists 'BFH Available in institution' and 'Region Basel Available in institution'.

Clicking on your name in the top right-hand corner of the site will allow you to **view** your reservations, open fees and your account details in your **library account**.

You can also **extend** the loan period of your item(s) here.

The screenshot shows a library account dashboard with a top navigation bar containing: OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. On the right side, there is a user menu with options: Account, My Loans, My Requests, My Favorites, and Search History. Callouts point to these options with the following instructions:

- Account**: View by clicking
- My Requests**: Ask questions via Chat
- Loans**: View borrowed media, extend loan period
- Requests**: View ordered media (also pick-up location), cancel orders
- Fine + fees**: View account details, View open fees

The main content area shows sections for Loans (with a 'Renew all' button), Requests, Fine + fees (with a note 'There are no fines'), and Blocks + messages.

How do I find online resources to download?

To narrow your search results to online resources, use the "online" filter (on the left side of the screen).

Clicking on it shows all titles of which an electronic version is available.

The screenshot shows search results for a book. On the left, there is a filter section titled 'Show only' with a dropdown arrow. Under 'Available in the libraries', the 'Online' filter is selected and highlighted with a red box. Below it, 'Online - Open Access' is also visible. The search results show a book titled 'Sustainable food waste-to-energy systems' by Academic Press, published in 2018. A green link labeled 'Available Online' with an external link icon is highlighted with a red callout box that says 'Click to read or download ebook'.

In the full title display of an online resource, click on "Available Online" to read or download the text. **For information on accessibility, see page 4.**

Would you like to know which **e-journals** or **databases** in your subject area are licensed by the University of Bern?

The screenshot shows the navigation menu of the swisscovery website. The menu items are: New Search, Index search, E-Journals, Databases, Interlibrary Loan, and Help. The 'E-Journals' and 'Databases' items are highlighted with red boxes. A red callout box points to these items with the text 'Browse e-journals or databases from the university of Bern'. Below the menu is a search bar with a magnifying glass icon and the word 'Search'.

Enter the e-journal platform "**BrowZine**" via the menu item "E-Journals" above the search bar and look for specific journal titles or "browse" through the categories to see and directly consult the e-journals offered in your area.

Enter the **list of databases** via the menu item "Databases" above the search bar.

Good to know: Accessibility of online resources

Paid online resources (current e-books, e-journals, databases) are licensed by an institution for its campus. These resources are accessible to everyone on site on the respective campus and also via VPN connection for members of the institution.

Freely accessible online resources (Open Access) are accessible to everyone from anywhere, regardless of current location and institutional affiliation.

Where can I find additional information and support?

Do you have a question?

Perhaps you will find the answer on our **website**: [FAQ](#)

We are also happy to answer your questions **personally**:

- via chat function *in swisscovery University and PH Bern* (Mo-Fr 9-5)
- by email: bibliothek@unibe.ch
- by telephone: 031 684 92 11
- on site in our [libraries](#)

Tip 1:

We will show you how *swisscovery University and PH Bern* works during a **30-minute online introduction**. Walkthroughs take place via **Zoom**.

You will find the dates & times as well as the link on our [website](#).

Tip 2:

On the **german** website of [swisscovery University and PH Bern](http://ubbern.swisscovery.slsp.ch) (ubbern.swisscovery.slsp.ch) you will find short instruction videos (**in german**) linked under "Tipps und Tricks":

Tipps und Tricks

[Auf Online-Medien zugreifen \(Video\)](#)

[Bücher finden und ausleihen \(Video\)](#)

[swisscovery ganz einfach \(Video\)](#)

[Recherchieren, ausleihen, herunterladen \(PDF\)](#)

**Short
explanatory
videos**