

## **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](http://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.

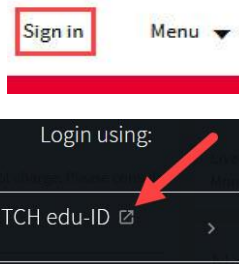
You can find **physical media for borrowing or on-site consultation** via this platform: Books, specialist journals, newspapers, but also, for example, images, films, sound formats, music scores, maps or teaching materials. You can order many of these media via the courier delivery service to a library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

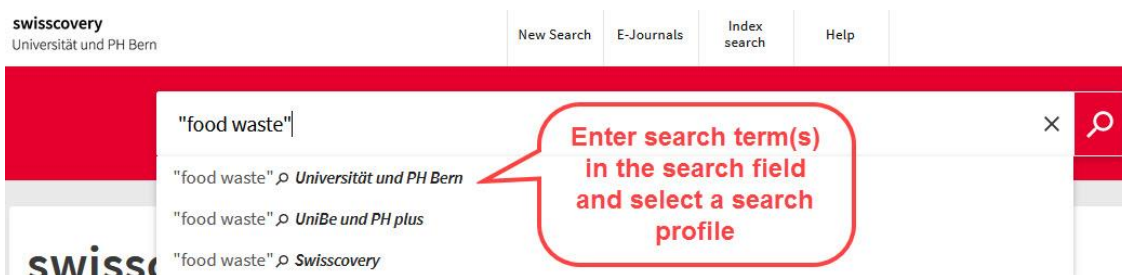
The prerequisite is that you have a **SWITCH edu-ID** account and have it **registered once** for library use.

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 several callouts in red boxes:

- Optimise results and filter according to various criteria**: Points to the left-hand navigation menu.
- Save current search query and results list**: Points to the 'Save query' button at the top.
- Click on the title and find more information about the copy as well as the order form**: Points to the title 'Sustainable food waste-to-energy systems'.
- Save title in "My Favourites"**: Points to the star 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'. The 'Loan and request options' section is highlighted with a red box. Below it, the 'REQUEST:' section shows 'Loan' and 'Digitization' buttons. The 'LOCATION ITEMS' section shows the item is available at Bern UB Speichermagazin. A callout points to the 'Loan' button with the text: **Click on "Loan" to order the title**.

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 text: "View by clicking" (pointing to My Loans) and "Ask questions via Chat" (pointing to My Requests).

The main content area is divided into several sections:
 

- Loans:** Includes a "Renew all" button. A callout says: "View borrowed media, extend loan period".
- Requests:** A callout says: "View ordered media (also pick-up location), cancel orders".
- Fine + fees:** Shows "There are no fines". A callout says: "View account details" (pointing to the account menu) and "View open fees".
- Blocks + messages:** A section for notifications.

## 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, under "Show only", there is a filter for "Available in the libraries" with "Online" selected. Below it, it says "Online - Open Access". The search results show a book titled "Sustainable food waste-to-energy systems" by Academic Press, published in 2018. A callout points to the "Available Online" link with the text: "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** in your subject area are licensed by the University of Bern?

The screenshot shows the swisscovery website header. The logo "swisscovery" and "Universität und PH Bern" are on the left. On the right, there is a navigation menu with items: "New Search", "E-Journals", "Index search", and "Help". The "E-Journals" item is highlighted with a red box. Below the menu is a search bar with the text "Search" and a callout that says: "Browse ejournals from the University of Bern".

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.

## 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](mailto:bibliothek@unibe.ch)
- by telephone: 031 684 92 11
- on site in our [libraries](#)

### Contact

Information and advisory service

[bibliothek@unibe.ch](mailto:bibliothek@unibe.ch)

031 684 92 19 (Monday to Friday 9:00 - 17:00)

[FAQ](#)

[Live Chat](#)

Monday to Friday 09:00 - 17:00

### Tip 1:

We will show you how *swisscovery University and PH Bern* works during a **45-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**