

## **My Account in the E-catalogue of The Research Library of Tomsk State University** (<http://chamo.lib.tsu.ru>)

**My Account** is a user's personal page that requires authorisation.

My Account contains:

- Contact details added during reader's registration;
- List of the borrowed items with the dates of borrowing/return and the number of extensions;
- Charges to pay for the late return of the item;
- Files saved by a reader.

### **My Account options**

- **Extension of the use of books.** The *Checked Out* tab allows you to extend the period of use for the borrowed items;
- **Saving search results.** *Your list* tab allows you to save published works for further use into one or several lists – bibliographies;
- **Creating bibliography.** The *Cart* tab allows you to automatically create bibliography compliant with GOST 7.1–2003 “Bibliographic record. Bibliographical description. General requirements and rules”;
- **Saving files, or File Manager tab** The *Менеджер файлов (File Manager)* tab allows you to save files you need to work with. Maximum size of each one is 100MB, total disk size is 1GB. Uploaded files are free to download, store, copy or delete;
- **Annotations.** Here you can comment on a read book or a published work and recommend it to the others;
- **Tags** (personal keywords) You can add tags and keywords (terms) to any item in the E-catalogue. Tags are helpful in search procedure, as well as all words the cataloguer added when creating bibliographical description.

At the end of the work, click LOG OUT link on the horizontal bar.