

Self-lending for members and fellows of the ZI

In order to borrow books from the open access holdings, a library card with the user status "Institute Staff" is required.

For self-lending, a computer in the ZI network must be used (e.g. the PCs in the reading rooms). The booking does not work via the ZI-WLAN with your own notebook.

Registration is done via the menu item "My kubikat" on the start page of kubikat. The following input mask will then appear:

kubikat FLORENZ Kunsthistorisches Institut
MÜNCHEN Zentralinstitut für Kunstgeschichte
PARIS Deutsches Forum für Kunstgeschichte
ROM Bibliotheca Hertziana

My kubikat | Preferences | End Session | Contact | About us | Help

Search | Results List | Previous Searches | My e-Shelf | DE EN FR IT

Basic Search | Advanced Search | Browse | New Acquisitions

Search

Please identify yourself:

User ID:

Password:

Choose a library

Sign in

In case you need a login:
[Please register](#)

The seven-digit user ID is located under the barcode on the back of the ZI library card, and the default password is the date of birth (DDMMYYYY). The password can be changed after the initial login. In the field "Choose a library" please select "Zentralinstitut für Kunstgeschichte, München".

If the registration was successful, the account overview will appear:

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Search

Personal Profile | Password | **Self Check**

User Information of Institutsmuster, Max ⓘ

Activities (click to view more info, renew, delete, etc.)

Loans 0
Loan History 1
Hold Requests 0

In the account overview, books can be borrowed from the open access area by clicking on the "Self Check" button. The following screen will appear:

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Basic Search | Advanced Search | Browse | New Acquisitions

Search

Self-Check:

This function allows you to loan a book yourself. Please enter shelfmark (the best way is copy of shelfmark from OPAC view).

Shelfmark

Go

Loan

To borrow a book, please copy the complete signature – e.g. **XE-Da 40/30** – from the kubikat and paste it into the field "Shelfmark". Alternatively, the signature can be entered manually. However, copying the signature from the kubikat is recommended to avoid incorrect entries.

You will then be asked whether you actually want to borrow the selected title. Please confirm by clicking on "OK":

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Basic Search | Advanced Search | Browse | New Acquisitions

Search

Self-Check:
Are you sure you want to borrow "Am liebsten würde ich Marilyn Monroe sein"?

OK Cancel

If the loan was successful, the following screen appears:

kubikat FLORENZ Kunsthistorisches Institut
MÜNCHEN Zentralinstitut für Kunstgeschichte
PARIS Deutsches Forum für Kunstgeschichte
ROM Bibliotheca Hertziana

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Loan performed

Basic Search | Advanced Search | Browse | New Acquisitions

Search

Self-Check:
This function allows you to loan a book yourself. Please enter shelfmark (the best way is copy of shelfmark from OPAC view).

Shelfmark

Go

Loan performed

Loan Request Details

Titel: Am liebsten würde ich Marilyn Monroe sein
Barcode: 23171632-10
Call Number: XE-Da 40/30
Location: Open stacks
Item Status: Available
Due Date: 13/10/22
Description:

Print

In the input field "Shelfmark", further loans can now be made according to the same scheme.

Account details / renewal

An overview of the media currently on loan can be found under "My kubikat".

The screenshot shows the kubikat website header with the logo and institutional affiliations: FLORENZ Kunsthistorisches Institut, MÜNCHEN Zentralinstitut für Kunstgeschichte, PARIS Deutsches Forum für Kunstgeschichte, and ROM Bibliotheca Hertziana. The navigation bar includes links for My kubikat (with 'You are logged in!'), Preferences, End Session, Contact, About us, and Help. Below this is a secondary navigation bar with Search, Results List, Previous Searches, My e-Shelf, and language options (DE, EN, FR, IT). The main content area features search options (Basic Search, Advanced Search, Browse, New Acquisitions), a search input field, and a Search button. Below the search field are links for Personal Profile, Password, and Self Check. The user information section is titled 'User Information of Institutsmuster, Max' and includes an 'Activities' link (click to view more info, renew, delete, etc.). Under 'Activities', there are three items: Loans (1), Loan History (1), and Hold Requests (0).

If the number displayed after "borrowed" is clicked, an overview of the books currently on loan appears:

This screenshot shows the 'Items on Loan for: Institutsmuster, Max' section. It includes the same website header and navigation as the previous screenshot. Below the search bar, there are buttons for 'User Info', 'Loans', and 'Loan history'. The section title is 'Items on Loan for: Institutsmuster, Max'. Below the title, there is a note: 'For details about a loan, click on the underlined number.' A table lists the loaned items with columns: No., Author, Title, Year, Due date, Location, 2nd Location, and Item Desc. The first row shows a loaned item with the number '1' underlined, followed by the author 'Dahlem, Franz', the title 'Am liebsten würde ich Marilyn Monroe sein', the year '2021', the due date '13/10/22', and the location 'XE-Da 40/30'.

No.	Author	Title	Year	Due date	Location	2nd Location	Item Desc
<u>1</u>	Dahlem, Franz	Am liebsten würde ich Marilyn Monroe sein	2021	13/10/22	XE-Da		40/30

By clicking on the number preceding the borrowed book, the loan can be called up and the book can be extended.

To do this, please click on "Renew now":

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Details for loan no. 1

Loan date: 21/07/22
Due date: 13/10/22 at 20:00
Renew: [Renew](#)
Number of Renewals: 0 (no limit on number of renewals). Latest due date is 21/07/23.

Loaned Item Details

Collection: Open stacks
Shelfmark: XE-Da 40/30
Description:
Item Status: Available
Barcode: 23171632-10

The loan period is four weeks. Books from the open access collection can be borrowed for a maximum of one year.

Returning borrowed items

The return of borrowed books takes place in the entrance area of the library on the cart provided for this purpose. Rare items must be handed over to the entrance staff personally and may not be placed on the return trolley. Returning books will be handled promptly by library staff.