My library account

Managing my loans
Placing a hold
Making a reading list

When connected, you can visualize your loans (and extend them), place a hold, make a reading and set-up personal alerts...

Connect yourself

https://documentation.ehesp.fr/

➢ Click on , on the upper right corner of the homepage and log in.

➢ Members of EHESP (student or staff)

   Use your EHESP ID
   (same as for REAL authentication)

➢ Visitors

   Use ID sent by email

➢ Now, you have access to all the features of the reader’s account. They are displayed at the top of the home page and recalled in the My Account section (Mon compte).
Manage my loans, my document reservations

▶ **Check and extend your loans**

In the *Loans section* (*Prêts*), you have access to the list of your loans, with the expected return date. You can extend them, once only, one by one, by clicking on the proposed date.

▶ **Reserve a document**

If you find interesting documents already borrowed, you can reserve them (5 maximum).

You will receive an e-mail when the documents are available again.

You can cancel a reservation by going to [Mes réservations](#).
My selection and my reading lists

Remember: You must be logged in

<table>
<thead>
<tr>
<th>Historique de recherche</th>
<th>Mes réservations</th>
<th>Alertes</th>
<th>Prêts</th>
<th>Mes listes</th>
<th>Ma sélection</th>
<th>Mon compte</th>
</tr>
</thead>
</table>

➤ Ma sélection: a tool to keep in mind interesting references

During your research, you can put a selection of documents that you consider relevant into a "basket". This will allow you to come back to them later.

Click on Ajouter à ma sélection

➤ The next time you connect, you will find your references in Ma sélection

➤ Mes listes: a collaborative tool

Create a reading list

- Click on Mes listes and Créer une nouvelle liste
- Or click on Ma sélection and then, Autres actions, and finally Transformer en liste

Then, add, as you search, references in a list

You can then share your list with other users. It will then appear in the public lists.

Those who are interested should register from their own account:
Set up and manage email alerts

Alerts notify you when new items arrive in the library.

➢ **Save a search as an alert**

Saving a search as an alert. It can be set up to notify you whenever new search results are integrated in the catalog?

➢ **You have the possibility to subscribe to the library's pre-set alerts**

Select *Mes alertes*, and then *Gérer les alertes*.

Choose the alerts you are interested in and click *Enregistrer*.

Suggérer un achat

It is possible to suggest a book for purchase from your reader account.

Select *Faire une suggestion*, then please complete the form

*You can also suggest it to us by mail: bibliothèque@ehesp.fr*