

Account features

Account overview

- ▶ Click on **My account** above the search bar.
- ▶ Some items in the menu on the left – local loans, requests from the stack rooms, reservations, and library fees and fines – are only visible to users who have a fully activated **ZB MED Cologne library card**.
- ▶ Click the Document deliveries option in the menu to see any documents you have previously paid for and ordered (not just from ZB MED's holdings)

Renew items you have on loan

- ▶ Click on the **Renew all items** link.
- ▶ This automatically extends the loan period of any items which are eligible for renewal (green means the item has been renewed successfully, red means it cannot be renewed).
- ▶ The earliest you can renew an item is 5 working days before the date it is due to be returned.
- ▶ The latest you can renew an item is up to 9 p.m. on the day the item was due for return.
- ▶ Overdue fines will be payable for any items renewed after this time.

Updating your user data

- ▶ Click on **My account** above the search bar.
- ▶ This is where you can notify us of a change of address or email.
- ▶ Other data can also be modified here (e.g. name, delivery address), though this is only required for the fee-based document delivery service.

Changing your PIN (self-service issue machines and reading room PCs)

- ▶ Enter your current PIN and new PIN (must be exactly 6 digits).
- ▶ Then click **Save new PIN now**.
- ▶ Changing your PIN does not alter the LIVIVO password you use to log in.

ZB MED sites in Cologne and Bonn

ZB MED – Information Centre for Life Sciences

Cologne site

Medicine and health

Gleueler Strasse 60
50931 Cologne
Germany
+49 (0) 221 478 - 7070
info-koeln@zbmed.de

Bonn site

Nutritional, Environmental
and Agricultural Sciences

Nussallee 15a
53115 Bonn
Germany
+49 (0) 228 73 - 3400
info-bonn@zbmed.de

Opening hours

Mon-Fri: 9 a.m. - 9 p.m.
Sat: 9 a.m. - 5 p.m.
Sun: 12 p.m. - 5 p.m.

Opening hours

Mon-Sun:
8 a.m. – 12 midnight

Lending

Mon-Fri: 9 a.m. - 9 p.m.
Sat: 9 a.m. - 12 midday
Sun: closed

Further help and updates

Latest news and updates on LIVIVO

<https://www.livivo.de/app/misc/help/news>

FAQs

<https://www.livivo.de/app/misc/help/faq>

Reference desk

Help with questions about research:
+49 (0)221 478-5685
fachauskunft@zbmed.de

LIVIVO – Accessing the Portal
Registration – accessing documents
– account overview



How should I sign up for LIVIVO if I already have a ZB MED library card?

Account overview

- ▶ Go to www.livivo.de in your browser.
- ▶ Click on Login in the top-right corner.
- ▶ Click the link **Quick registration for users with valid ZB MED Cologne library card.**
- ▶ Enter your user number and PIN (six-digit date of birth = DDMMYY) and click **Register**.
- ▶ Confirm the retrieved data by clicking **Save user data now** at the bottom of the screen.
- ▶ You can now log in to LIVIVO and manage your library account using your library card number and PIN.



Any questions or feedback on LIVIVO?

Please get in touch and we'll be happy to help!

- ▶ livivo@zbmed.de

Accessing documents

Account overview

- ▶ Under each entry in your list of search results you will see up to three tabs offering different ways of accessing the text: **Full text online**, **See ZB MED holdings**, and **Order with fees**. You can also use the **Details** tab and the **More links** button to gain access to the research data, table of contents, abstract (where available) and a link to the online source.



Full text online

- ▶ Click this tab to access the full text of the search result online. This may be free of charge or subject to restrictions depending on the licence conditions. You can tell by the colour of the dot on the tab.
- ▶ Green dot: accessible free of charge
- ▶ Yellow dot: accessible free of charge based on a licence agreement
- ▶ Red dot: access may require payment of a fee

Order with fees

- ▶ Click this tab if you wish to pay to have a copy of an article, book or other item delivered to you.
- ▶ When the tab opens, click the **Order via subito with fees** button to go to the external provider subito.
- ▶ Log in to subito with your ID and password and select the type and speed of delivery, e.g. email or fax.

See ZB MED holdings

- ▶ This tab indicates that the item is held by ZB MED. Click on the tab for information on where to find the item (shelf mark, location) and its loan status.
- ▶ Items that are marked as **available for borrowing** can be found at the stipulated location and taken out on loan using the self-service issue machines.
- ▶ If you see the indication **Order for loan/use in the reading room**, the item can be ordered with a single click if you are already logged in. It will be kept at the lending desk for you for 10 working days.
- ▶ Items that are currently on loan can be ordered by clicking on **Reservations**. Again, you need to be logged in to do this. As soon as the item is returned, we will let you know by email or, for a fee, by post. The item will be kept at the lending desk for you for 10 working days.
- ▶ Please visit our location in Bonn to carry out loans and reservations of books from ZB MED Bonn.

Registering with LIVIVO gives you access to a number of additional services – and it's free! These services include:

- ▶ Extended LIVIVO licences for accessing full texts
- ▶ Export your personal bookmarks
- ▶ Set up a search agent to continuously search for new items related to your search topics