

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.

Update 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.

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

- ▶ Enter your current PIN and new PIN (must be exactly 6 digits).
- ▶ 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

LIVIVO is a product of ZB MED

ZB MED – Information Centre for Life Sciences

Cologne site

Medicine, biology
and health

Gleueler Strasse 60
50931 Cologne
Germany

Opening hours
Library/reading rooms
Mon – Fri: 9 a.m. – 7 p.m.

Lending desk
Mon – Fri: 2 p.m. – 4 p.m.

ZB MED-InfoCenter
+49 (0)221 478-5685
info@zbmed.de
www.zbmed.de

Bonn site

Nutritional, environmental
and agricultural sciences

Friedrich-Hirzebruch-Allee 4
53115 Bonn
Germany

Opening hours
Reading rooms, open stacks
Mon – Fri: 8 a.m. – 12 midnight
Sat – Sun: 10 a.m. – 12 midnight

Loans and returns
Mon – Sun: 10 a.m. – 12 midnight

How to use the LIVIVO search portal
Creating and managing your account
Finding and accessing items



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- ▶ www.livivo.de
- ▶ www.twitter.com/zb_med
- ▶ livivo@zbmed.de

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.



Login

Bitte geben Sie Ihre Login-ID und Ihr Passwort ein

Login-ID oder Kundennummer - Pflichtfeld

Passwort - Pflichtfeld

Login [Passwort vergessen?](#)

Wenn Sie noch keine Kennung haben, können Sie sich bequem, einfach und schnell [neu registrieren](#).
[Kurzregistrierung](#) für Nutzerinnen und Nutzer mit einem Bibliotheksausweis von ZB MED

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

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

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 loan** can be found at the stipulated location and borrowed using the self-issue machines.
- ▶ Items that offer the option to **order for loan/use in the reading room** can be ordered with a single click if you are already logged in. You can collect your items from the reservation shelf in the reading room, where they are generally held for 10 working days. To borrow the items, please use the self-issue machines.
- ▶ 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. It will be held for you for 10 working days.
- ▶ Please visit our location in Bonn to carry out loans and reservations of books from ZB MED Bonn.