

## 'Moja knjižnica/My Library' SERVICE

<https://plus.cobiss.si/opac7/user/login>

Select: **Miklošičeva knjižnica – FPNM (PEFMB)**

**COBISS+ and mCOBISS.SI provides access to the 'Moja knjižnica/My Library' service.**

To sign up for the service, students will need their library membership number or student ID and a password, which that they set up when they register for membership.

The 'Moja knjižnica/My Library' service is used to:

- Place, check and cancel reservations. Once we receive a notice of your reservation, material will be put aside for a maximum of 3 working days. Material that has been borrowed prior to reservation will be put on hold for a maximum of 7 working days;
- View their history of borrowed material;
- Renew borrowed material;
- View any outstanding debts to the library;
- Change the settings for e-mail notifications;
- Change their password;
- Make payments via e-UJP;
- Register online for library membership.

Using 'mCOBISS.SI' (the Virtual Library of Slovenia on Mobile Devices), members can access information at more than 400 Slovene libraries using a phone or tablet (<http://m.cobiss.si>).

In **BIBLOS**, the first Slovene eLibrary and eBookstore, members can borrow or purchase e-books using a smart phone, tablet, e-reader or PC ([www.biblos.si](http://www.biblos.si)).

## SIGNING UP FOR REMOTE ACCESS TO ELECTRONIC RESOURCES

Electronic material can be accessed at <https://ukm.um.si/en/content/electronic-sources>.

To sign up for remote access to electronic resources, please enter your username in the following format:

Username: [ukm.9999999@libroam.si](mailto:ukm.9999999@libroam.si)

Password: xxxxxxxx

(9999999 is your seven-digit registration number in the library or your student ID. Use a password to access 'My Library' Services.)

At the end of their studies, students submit a book return certificate.

Send a request for a certificate from the Miklošič Library - FPNM on the return of books to the e-mail address [knjiznica.mkmb@um.si](mailto:knjiznica.mkmb@um.si).

In the message, state your first name, last name, ID number or registration number and the faculty and department where you are completing your studies.

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Maribor

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Univerza v Mariboru

Filozofska fakulteta

**MIKLOŠIČ**  
**LIBRARY – FPNM**  
KOROŠKA CESTA 160, 2000 MARIBOR  
(UMFF, UMPEF, UMFNM)

## INFORMATION FOR INTERNATIONAL STUDENTS – LIBRARY MEMBERSHIP

### TELEPHONE NUMBERS:

00386 2 2293 791

00386 2 2293 734

(Circulation Desk)

[knjiznica.mkmb@um.si](mailto:knjiznica.mkmb@um.si)

### LIBRARY HOURS:

**MON - TUE: 8.00 - 14.00**

**WED: 8.00 - 17.00**

**FRI - THU: 8.00 - 14.00**

Follow the notices on the website of  
the Miklošič Library - FPNM.

<https://ff.um.si/miklosiceva-knjiznica/>

## MIKLOŠIČ LIBRARY – FPNM

Is the library shared by three faculties – the Faculty of Arts, Faculty of Education, and Faculty of Natural Sciences and Mathematics.

### LIBRARY REGISTRATION

Students may sign up for library membership with the registration form they received by email. Please fill out and return the form to us by e-mail using your formal student e-mail address (name.surname@student.um.si) to: [knjiznica.mkmb@um.si](mailto:knjiznica.mkmb@um.si) (Ref: Library registration). Students will be notified about membership at their UM email address.

By registering at one faculty library of the University of Maribor, you become a member of all UM faculty libraries:

- Miklošič Library – FPNM, Maribor
- Faculty of Economics and Business, Maribor
- Faculty of Energy Technology, Krško
- Faculty of Agriculture and Life Sciences, Maribor
- Faculty of logistics, Celje – Krško
- Faculty of Organizational Sciences, Kranj
- Library of Technical Faculties, Maribor
- Faculty of Medicine, Maribor
- Faculty of Law, Maribor
- University Library, Maribor
- Faculty of Criminal Justice and Security, Ljubljana
- Faculty Health Sciences, Maribor
- Faculty of Tourism, Brežice.

Library membership for students and employees of the UM is renewed each academic year.

### Students without student status arrange for their membership at their host institution library.

Students of the UM must pay the membership fee when enrolling in the first or higher year.

The document on general operating conditions of Miklošič's library - FPNM is available at <https://ff.um.si/miklosiceva-knjiznica/vpis-in-clanstvo/>.

### LIBRARY SERVICES

Library members can borrow books, magazines, course books, handbooks, encyclopaedias, dictionaries, non-book library material (CD, DVD, posters, etc.), bachelor's and master's theses and doctoral dissertations.

Members also have access to online resources of information (the COBISS+ shared library catalogue, mCOBISS.SI, COBISS Ela, online access to databases with full texts and to the digital library of the UM).

### BORROWING LIBRARY MATERIAL

A library card is needed to borrow library material (as an exception, an official ID document can be used).

#### 1. BORROWING FOR HOME USE

The loan period is one month. Borrowed material can be renewed before the expiry of the loan period by using the 'Moja knjižnica/My Library' service or by phone 00386 2 2293 791 or 00386 2 2293 734. The student limit of borrowed material is 10 issues per person.

Reserved material can be picked up by another person, if authorized. The necessary form can be found on the Miklošič Library – FPNM website.

Use the online services of **COBISS+** and **mCOBISS.SI** to find, reserve and renew books.

**In the event of a late return, a fee will be charged for each issue individually according to the valid**

#### 2. BORROWING FOR READING ROOM USE

Certain types of materials (magazines, non-book materials, bachelor's/master's theses and doctoral dissertations, as well as books assigned only for the reading room) can be borrowed only to be used in the reading room or to photocopy and must be returned the same day (15 minutes before the library closes).

**A daily fee will be charged for overdue reading room material.**

### USE OF THE READING ROOM

We adapt the use of reading rooms to epidemiological conditions. Reservation is not required. We record the visit.

The Enrolment Desk may be accessed through the Study Room.

### GENERAL RULES FOR STUDENTS

- Material borrowed for home use can be renewed at COBISS.SI "Moja knjižnica/My Library" web service;
- Reservations/orders can be placed via the "Moja knjižnica/My Library" service;
- Reserved/ordered material can be picked up by users at the library entrance;
- Borrowed material should be returned to the desk near the library entrance;
- For all information on books and other material please call: 00386 2 2293791, 00386 2 2293734 or send an e-mail to: [knjiznica.mkmb@um.si](mailto:knjiznica.mkmb@um.si)