

# How to use e-Services on VGU Library system

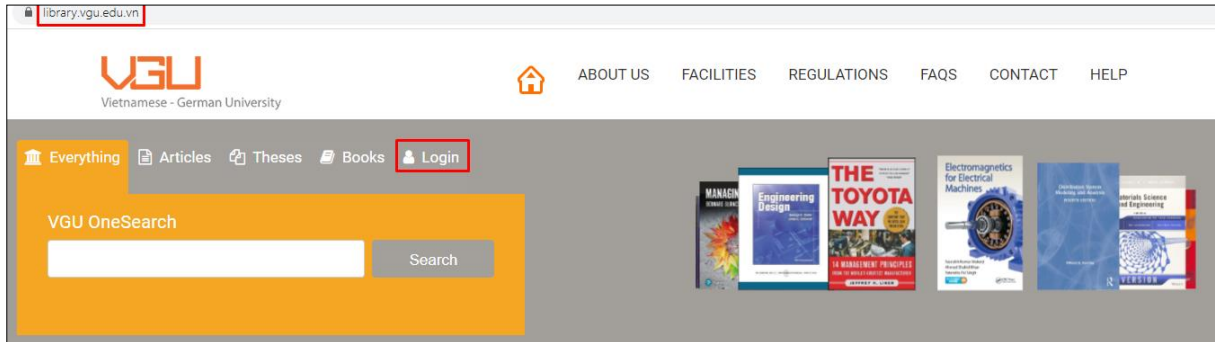
Please follow the steps and instruction below to Log in with your VGU Single Sign In account to use the e-Services as:

- 🍁 **Checking borrowing history (due date)**
- 🍁 **Renew**

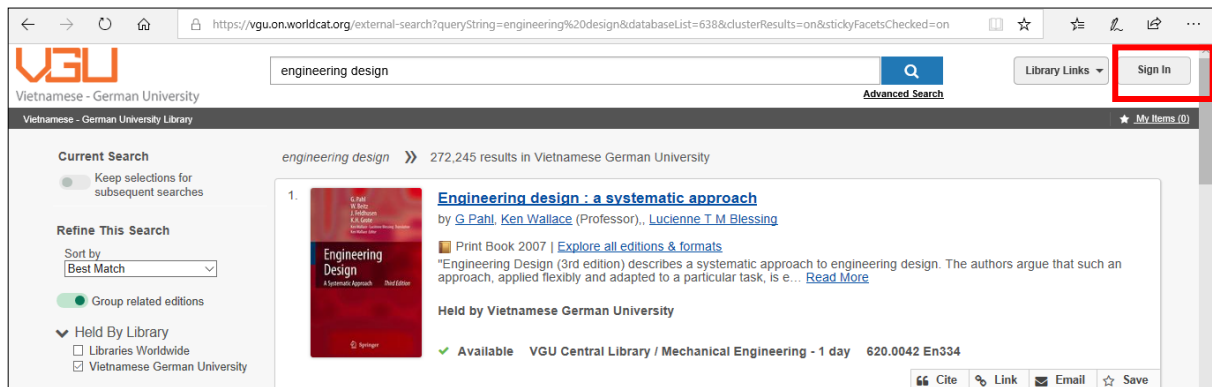
- 🍁 **Hold**
- 🍁 **ILL (Interlibrary loan)**
- 🍁 **Charges for the overdue materials**

**Step 1:** Access to Library website: <https://library.vgu.edu.vn/>

**Step 2:** Click on “Login” button (on the search box)



**Or:** Click on “Sign in” when completing a search



**Step 3:** Sign in with your VGU Single Sign In account:

Select a service to sign into.

Remember my selection

VGU - STAFF SIGN-IN

VGU - STUDENT SIGN-IN

Choose suitable user group

Vietnamese German University

Sign in with your organizational account

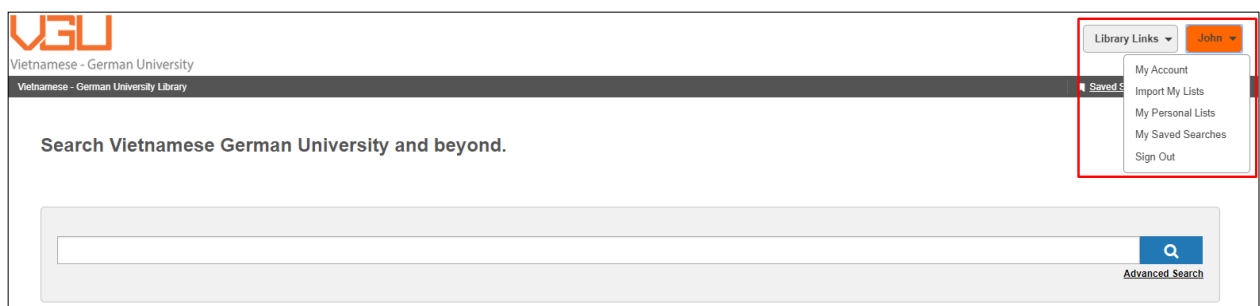
someone@example.com

Password

Sign in

- Username: your VGU wifi account  
([username@student.vgu.local](mailto:username@student.vgu.local);  
or [username@vgu.local](mailto:username@vgu.local) (for staff))
- Password: your own password

**Step 4:** Select “My Account” from the drop-down menu





My Library Account

Contact Information [View](#) Change Password

1 Checkouts | 0 Overdue - \$0.00      1 Holds      5 Charges | \$27.50

Sort by: Due Date      Status      Due Date      Charges

|   |  |   |                       |        |
|---|--|---|-----------------------|--------|
| 1 | <a href="#">No permanent waves : recasting histories of U.S. feminism</a><br>by Nancy A Hewitt<br>Print Book ©2010<br>OCLC Number: 344074469<br>Database: WorldCat | Item is due tomorrow<br><a href="#">Renew</a> | 7/17/19<br>6:31:01 AM | \$0.00 |
|---|--|---|-----------------------|--------|

From **My Library Account**, you can:

1. See the **DUE DATES** of the borrowed books.
2. See **CHARGES** if there are overdue books (*Fine: VND 5,000/overdue book/day*). You need to see the library staff to pay for the charges if any.
3. **RENEW** the borrowed books (default time: **one week** - as stated in the Library Regulations).

If you would like to renew the books for more times, please email to the Library (library.vgu.edu.vn) or directly see the library staff to consider the requested cases.



Click on **“Renew”** button when you want to renew the book for one week:

1 Checkouts | 0 Overdue - \$0.00      1 Holds      5 Charges | \$27.50

Sort by: Due Date      Status      Due Date      Charges

|   |  |   |                       |        |
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|---|--|---|-----------------------|--------|

4. **HOLD** the book if all copies of a title are checked out (borrowed).

(The library staff will see the Hold queue and send you Notification when the book is ready for pickup).



**How to make a hold:**

VGU Vietnamese - German University

the fourth industrial revolution

Advanced Search      Library Links      Tri

1. [The Fourth Industrial Revolution](#) by Klaus Schwab  
Print Book 2016  
OCLC Number: 955008474  
World-renowned economist Klaus Schwab, Founder and Executive Chairman of the World Economic Forum, explains that we have an opportunity to shape the fourth industrial revolution, which... [Read More](#)

Held by Vietnamese German University

Checked Out, Due 3/27/20  
VGU Central Library / GPEM - 1 day  
338.064 S3982

[Place Hold](#)

Search the needed title and “Place Hold”

There are 2 holds requested for this title.

Holding Summary

Local Holdings Available.

VGU Central Library / GPEM - 1 day

| Call Number   | Status                   |
|---------------|--------------------------|
| 338.064 S3982 | Checked Out, Due 3/27/20 |

VGU Central Library / GPEM - 1 week

| Call Number   | Status                   |
|---------------|--------------------------|
| 338.064 S3982 | Checked Out, Due 3/17/20 |

Click on “Holds” tab to check the result (or **Remove/Edit** the hold):



## 5. Use ILL (InterLibrary Loan) service

If you search the materials that do not belong to VGU, but by Libraries Worldwide, you can make a request to borrow the materials from other libraries.

*(VGU Library will check the corporate and ILL library list to inform you whether the ILL is free of charge or fee-based service)*



**How to make an ILL request:** *(remember to sign in before making a request)*

- Search the item
- Filter the results (on the left column) by ticking on “Libraries Worldwide)
- Click on the needed title



Fill in the form and click “Submit”:



**VGU** Vietnamese - German University

Vietnamese - German University Library

**About my request**

\* Service Type:  \* Needed before (yyyymmdd):  Amount Willing to Pay (optional):

Comments (optional):

**My address and contact information**

\* First Name:  \* Last Name:  Patron ID (optional):

\* E-mail Address:  Telephone (optional):

\* - Denotes required fields

- *Note: Base on “amount willing to pay”, the library staff will choose a suitable library if it is a fee-based service.*

***Instructed by VGU Library***