

## Selbstausleihverbuchung für ZI-Angehörige und Fellows des ZI

To borrow books from the open access collection, a library card with the user status “Institute employee” is required. Self-borrowing is possible from anywhere, including from mobile devices such as tablets, smartphones or notebooks.

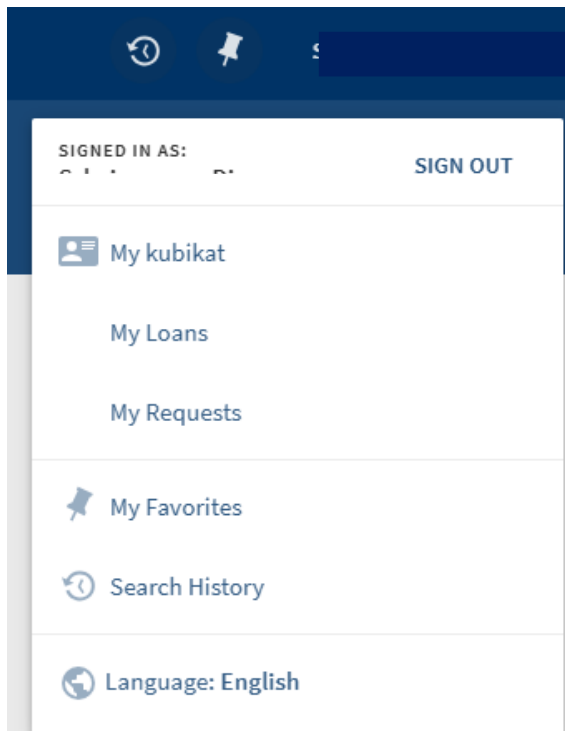
You can register via the “Sign in” menu item on the kubikat homepage.



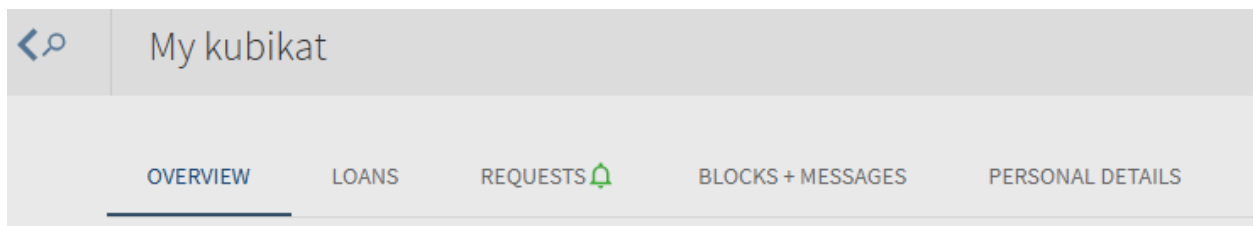
The following input mask then appears:

The seven-digit **User ID** can be found under the barcode on the back of the ZI library card, the default **password** is the date of birth (DDMMYYYY).

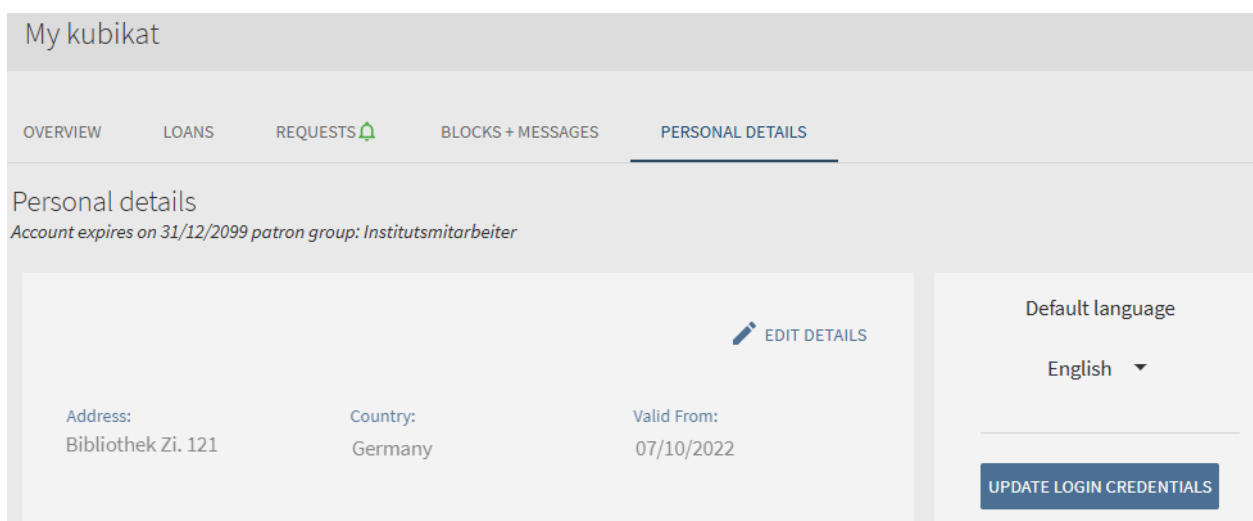
If the registration was successful, you will find your name at the top right of the screen. The account overview can be displayed using the small arrow:



Click on “My kubikat” to open the following overview:



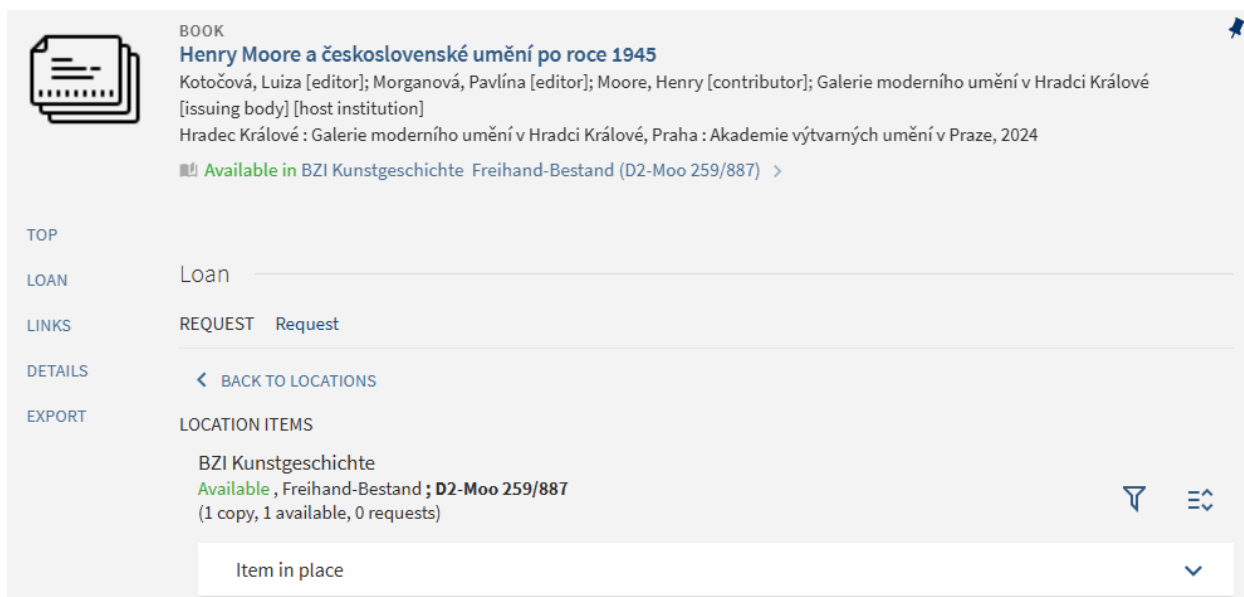
The password can be changed after the initial login under “My kubikat” → “Personal details” → “Change login access data”.



You can also edit your address and e-mail address yourself here if required.

## Loan

To borrow a book from the open access collection, call up the relevant title record.

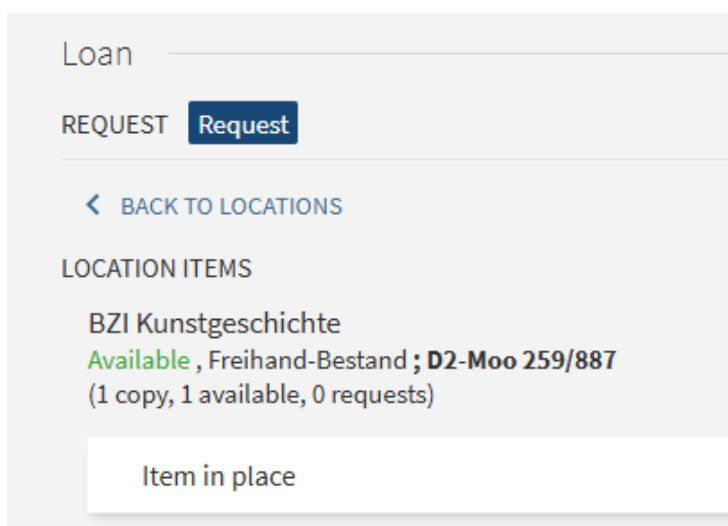


BOOK **Henry Moore a československé umění po roce 1945**  
Kotočová, Luiza [editor]; Morganová, Pavlína [editor]; Moore, Henry [contributor]; Galerie moderního umění v Hradci Králové [issuing body] [host institution]  
Hradec Králové : Galerie moderního umění v Hradci Králové, Praha : Akademie výtvarných umění v Praze, 2024  
 Available in BZI Kunstgeschichte Freihand-Bestand (D2-Moo 259/887) >

TOP  
LOAN  
LINKS  
DETAILS  
EXPORT

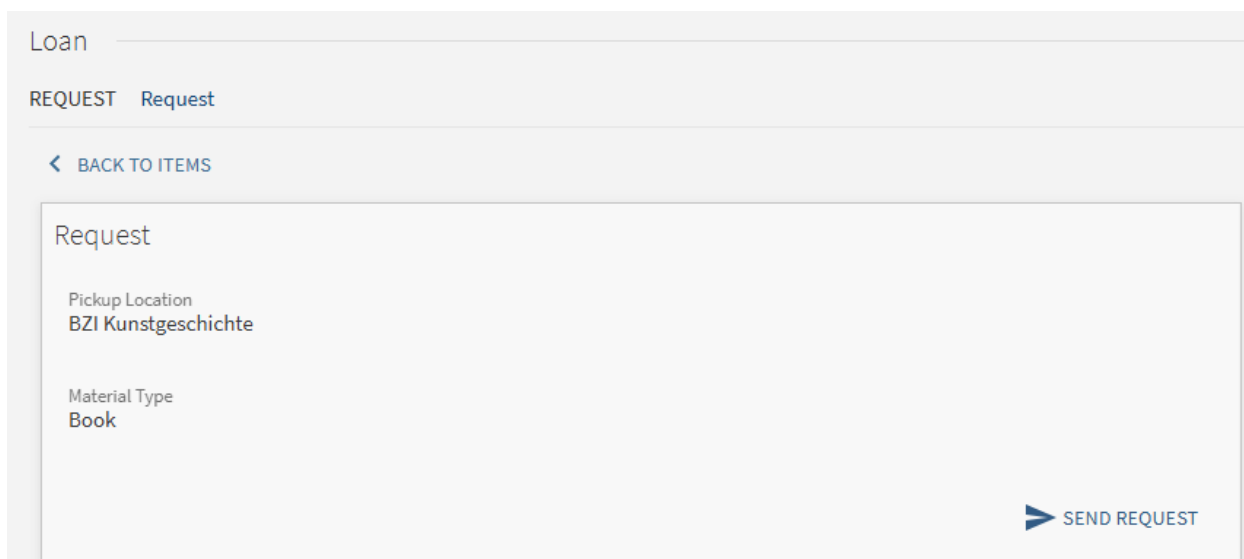
Loan  
REQUEST Request  
< BACK TO LOCATIONS  
LOCATION ITEMS  
BZI Kunstgeschichte  
Available, Freihand-Bestand ; D2-Moo 259/887  
(1 copy, 1 available, 0 requests)  
Item in place

Click on “Request”. Note: The new system does not differentiate between requests and orders.



Loan  
REQUEST Request  
< BACK TO LOCATIONS  
LOCATION ITEMS  
BZI Kunstgeschichte  
Available, Freihand-Bestand ; D2-Moo 259/887  
(1 copy, 1 available, 0 requests)  
Item in place

The following view appears:



Loan  
REQUEST Request  
< BACK TO ITEMS  
Request  
Pickup Location  
BZI Kunstgeschichte  
Material Type  
Book  
SEND REQUEST

Now click on “Send request”.

The screenshot shows a web interface for placing a request. At the top, there's a header with 'Loan' and a sub-header with 'REQUEST' and 'Request'. Below this is a navigation link '< BACK TO ITEMS'. The main content area is titled 'Request' and contains two fields: 'Pickup Location' with the value 'BZI Kunstgeschichte' and 'Material Type' with the value 'Book'. In the bottom right corner of the form, there is a blue button with a right-pointing arrow and the text 'SEND REQUEST'.

If the request was successful, the following message will appear:


The screenshot shows the same web interface as before, but with a large green rectangular box in the center. Inside this box, the text 'Your request was successfully placed.' is displayed in a dark font.

The order can be checked in your kubikat account overview under “My orders” and can also be canceled if necessary. The loan booking is processed by the library staff and should be visible within one day under “My loans”.

The screenshot shows a sidebar menu for a user account. At the top is a user icon and the text 'My kubikat'. Below this are several menu items: 'My Loans', 'My Requests' (which is highlighted with a dark blue background), 'My Favorites' (with a pin icon), 'Search History' (with a clock icon), and 'Language: English' (with a globe icon).

## Account overview / Renewals

You can find an overview of the media you currently have on loan under “My loans”.

 My kubikat

My Loans

My Requests

My Favorites

Search History

Language: English

My kubikat

OVERVIEWLOANSREQUESTSBLOCKS + MESSAGESPERSONAL DETAILS

LoansActive loansSort byRENEW ALL

5 loans

1

Dessins 2013-2023 Jérôme Zonder ; [...]  
Zonder, Jérôme

Due: 26/05/2025, 20:00  
Pick up: BZI Kunstgeschichte Freihand-Besta...

RENEW

By clicking on “Renew” you can call up the loan and extend the loan period.

1

Dessins 2013-2023 Jérôme Zonder ; [...]  
Zonder, Jérôme

Due: 26/05/2025, 20:00  
Pick up: BZI Kunstgeschichte Freihand-Besta...

RENEW

1

Dessins 2013-2023 Jérôme Zonder ; [...]  
Zonder, Jérôme

Due: 27/05/2025, 20:00  
Pick up: BZI Kunstgeschichte Freihand-Besta...

Renewed

The loan period is four weeks. Books from the open stacks can be borrowed for a maximum of one year.

## Return

The return of borrowed books takes place in the entrance area of the library on the cart provided for this purpose. Books borrowed from closed collections (rare books, auction catalogs, etc.) are handed over to the entrance staff and not placed on the return trolley. Returning books will be handled promptly by library staff.