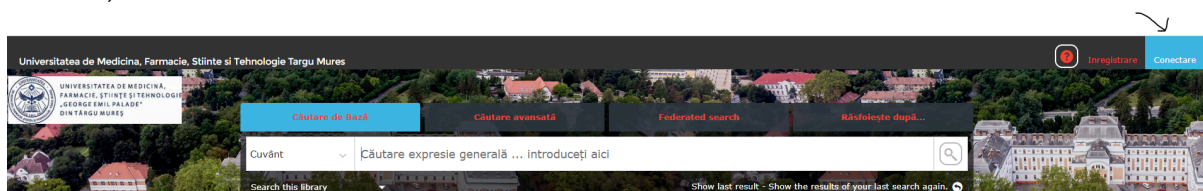


HOW TO RESERVE A PUBLICATION ONLINE?

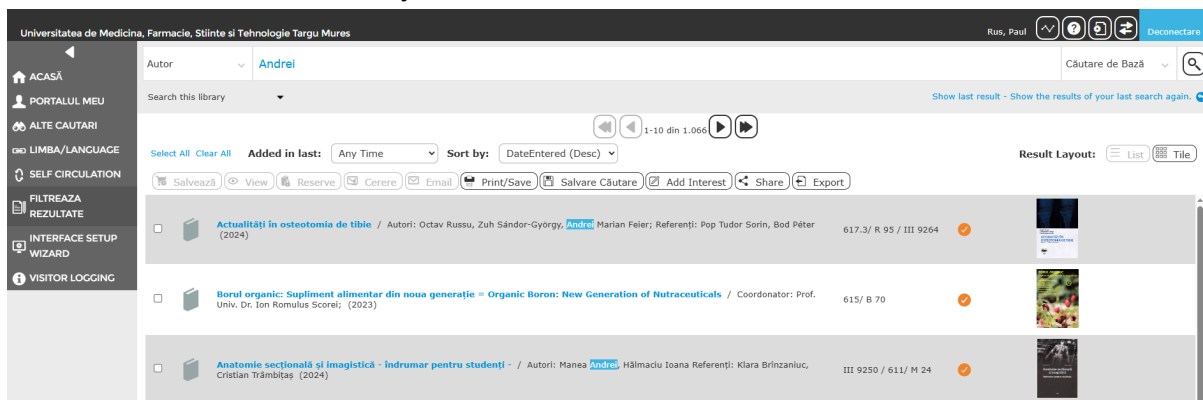
FOLLOW THESE STEPS:

1. Access <http://liberty.umfst.ro>;
2. In the upper-right corner click the **CONECTARE** (Log in) button to sign in to your account;

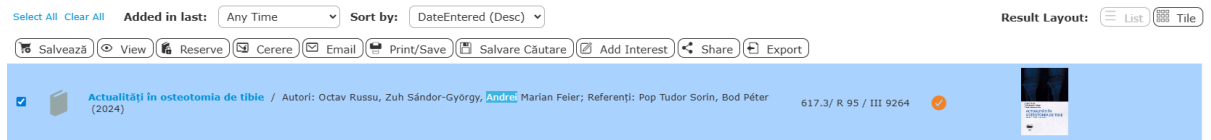


3. Enter your login details: username (the number under the barcode / UMFST and the number) and the password you set at registration;

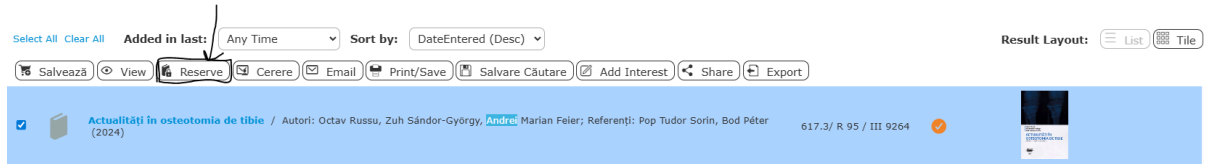
4. If you do not remember your password, contact the library by phone (0265 215 551, ext. 117) or by e-mail (biblio@umfst.ro) and it will be reset by a librarian;
5. To reserve a publication, search the software's database for the publication by the author's last name, title, or subject;



6. When you have identified the desired publication, check the title to select it;



7. Click the **RESERVE** button located above the search results;



8. Click the button showing a floppy-disk icon to save and place the reservation;



9. The reservation has been placed successfully;

10. Please pick up the reserved publications within a maximum of 48 hours after placing the reservation, Monday to Friday, between 8:00 a.m. and 4:00 p.m.