




BookList

User Guide

Table of Contents

Starting with BookList	3
Search & Find	4
Simple Search	4
Advanced Search.....	5
Limit to	6
Location & Access	7
Books in the Library	7
How to Find	7
Place a Hold.....	9
Books at the Research Groups	9
eBook Collections	10
Personal Account	12
Self Checkout (HowTo borrow books)	13
Purchase Suggestion	15

BookList (koha.ista.ac.at) is the library catalog containing an increasing number of books and eBooks available at ISTA. You will find all book items offered by the library for general use, but it also includes numerous books held by the research groups of ISTA.

At the moment the library offers around 2.600 books to lend in the fields of biology, mathematics, physics, computer science etc. Library books are freely accessible 24/7 at our physical library located on the ground floor of Sunstone Building. Apart from reference books you can borrow these books by using our [Self Checkout System](#). BookList also lets you administer your library account. It shows you the books you have recently borrowed, allows you to renew your borrowed items and to put books on hold. 

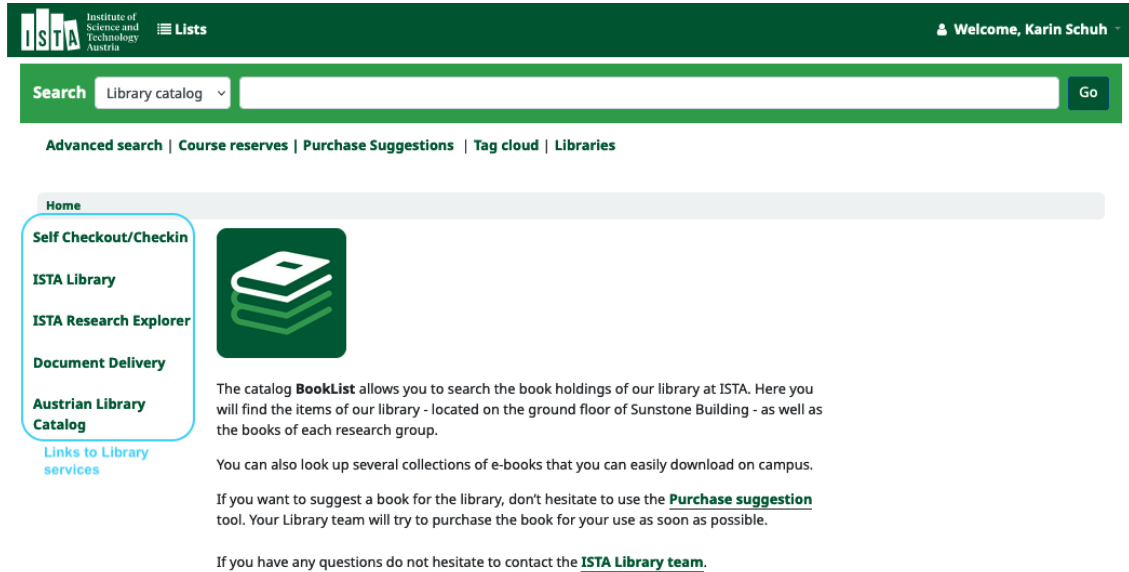
Besides the physical books you can also search the catalog for more than hundred thousand of eBooks licensed for ISTA employees. The catalog leads you directly to the publisher where you can read or download the items.

The following user guide gives you an overview how to use BookList.

Starting with BookList

You reach the library catalog at koha.ista.ac.at/.

After logging in with your ISTA credentials (and token), you can, for example, start a simple search or check out books to your personal account at BookList. A list of links refers to other library services.



The screenshot shows the ISTA BookList library catalog homepage. At the top, there is a dark green header with the ISTA logo (Institute of Science and Technology Austria) and a 'Lists' menu. On the right, it says 'Welcome, Karin Schuh'. Below the header is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. Under the search bar, there are links for 'Advanced search', 'Course reserves', 'Purchase Suggestions', 'Tag cloud', and 'Libraries'. The main content area has a 'Home' tab selected. On the left, there is a sidebar with links: 'Self Checkout/Checkin', 'ISTA Library', 'ISTA Research Explorer', 'Document Delivery', 'Austrian Library Catalog', and 'Links to Library services'. The main content area features a green icon of a book and text explaining the BookList catalog, its location, and how to use it for searching, e-books, and purchase suggestions. It also provides contact information for the ISTA Library team.

Home

Self Checkout/Checkin

ISTA Library

ISTA Research Explorer

Document Delivery

Austrian Library Catalog

Links to Library services

The catalog **BookList** allows you to search the book holdings of our library at ISTA. Here you will find the items of our library - located on the ground floor of Sunstone Building - as well as the books of each research group.

You can also look up several collections of e-books that you can easily download on campus.

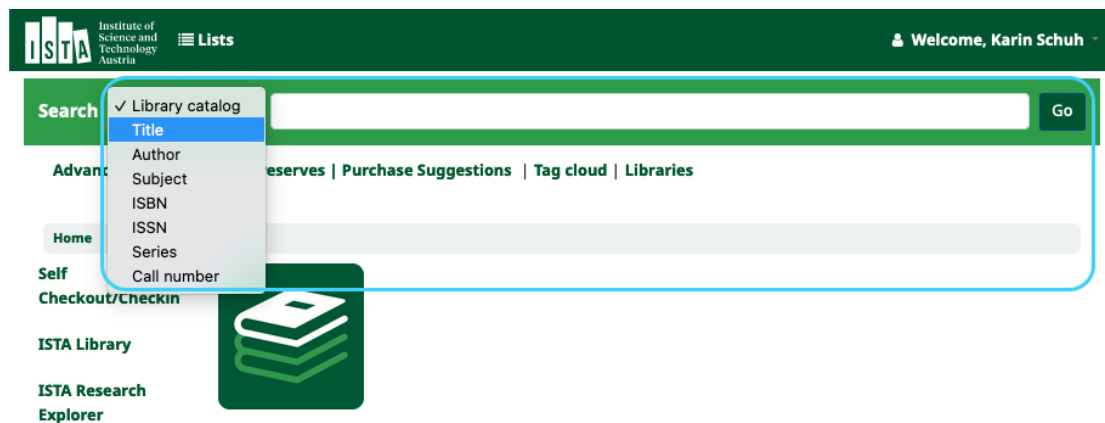
If you want to suggest a book for the library, don't hesitate to use the [Purchase suggestion](#) tool. Your Library team will try to purchase the book for your use as soon as possible.

If you have any questions do not hesitate to contact the [ISTA Library team](#).

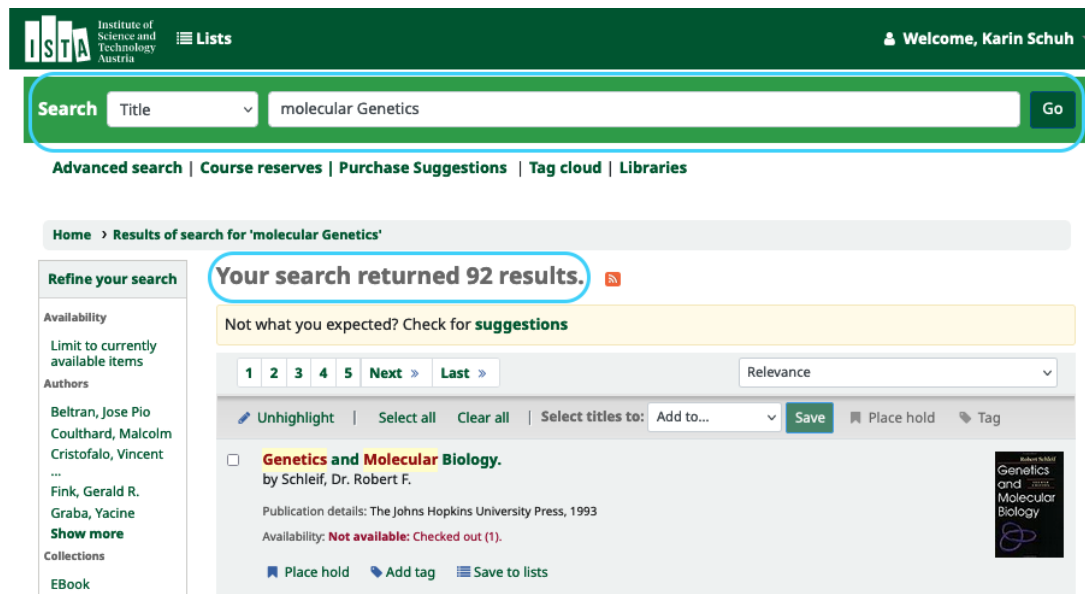
Search & Find

Simple Search

For searching items in the catalog just visit koha.ista.ac.at/. On the home page, you will find a search bar that allows you to either search the entire library catalog or use the drop-down menu with some specific fields such as title, author, etc.

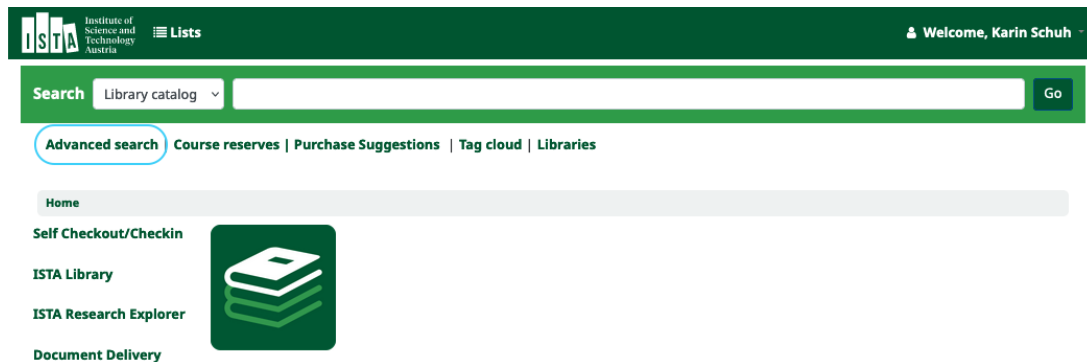


The search will result in a list of books and eBooks available at ISTA.



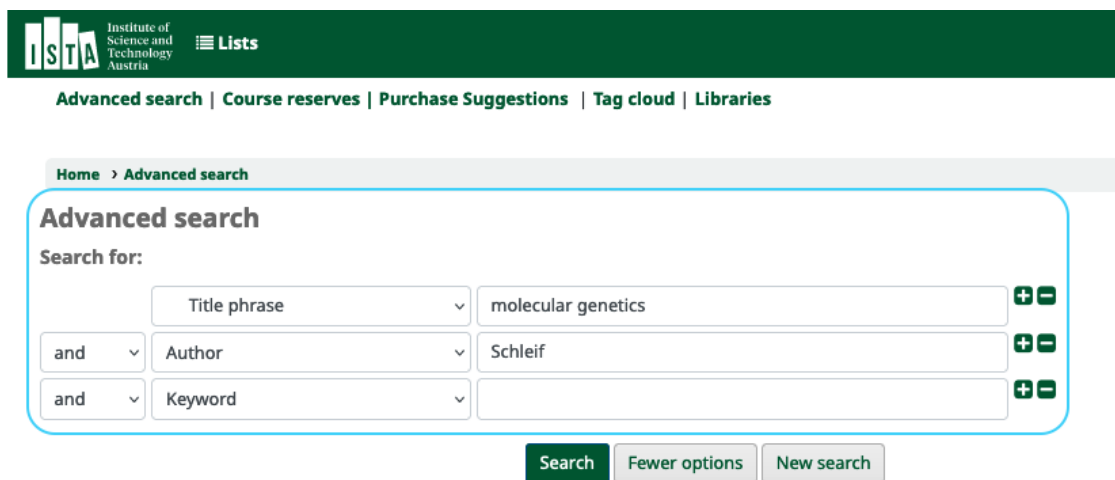
Advanced Search

If you'd like to make a more precise search you can use the “Advanced search”. A link at the homepage leads you there.



The screenshot shows the top navigation bar of the ISTA website. On the left is the ISTA logo (Institute of Science and Technology Austria) and a 'Lists' icon. On the right is a user greeting: 'Welcome, Karin Schuh'. Below the navigation bar is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. Below the search bar are several navigation links: 'Advanced search' (highlighted with a blue circle), 'Course reserves', 'Purchase Suggestions', 'Tag cloud', and 'Libraries'. On the left side of the page, there is a vertical menu with links: 'Home', 'Self Checkout/Checkin', 'ISTA Library', 'ISTA Research Explorer', and 'Document Delivery'. To the right of this menu is a green icon of a stack of books.

Choose a category you'd like to search for (e.g. title) and combine it with an additional category (e.g. author).



The screenshot shows the 'Advanced search' page. At the top is the ISTA logo and navigation links: 'Advanced search' (highlighted), 'Course reserves', 'Purchase Suggestions', 'Tag cloud', and 'Libraries'. Below the navigation bar is a breadcrumb trail: 'Home > Advanced search'. The main content area is titled 'Advanced search' and contains a 'Search for:' section. This section has three rows of search criteria, each with a dropdown menu for the category and a text input for the search term. The first row has 'Title phrase' and 'molecular genetics'. The second row has 'and' (selected from a dropdown), 'Author', and 'Schleif'. The third row has 'and' (selected from a dropdown), 'Keyword', and an empty input field. To the right of each input field are '+' and '-' buttons. Below the search criteria are three buttons: 'Search' (highlighted in green), 'Fewer options', and 'New search'.

You can also reduce the hit list by item type (eg. Book, eBook, etc.)

Limit to

You can refine your search results after receiving a hit list. Different categories for limiting the number of results are listed in the left column:

The screenshot shows the ISTA (Institute of Science and Technology Austria) search interface. At the top, there's a navigation bar with the ISTA logo and a 'Welcome, Karin Schuh' message. Below this is a search bar with the text 'molecular genetics' and a 'Go' button. A secondary navigation bar contains links: 'Advanced search', 'Course reserves', 'Purchase Suggestions', 'Tag cloud', and 'Libraries'.

The main content area shows 'Results of search for 'molecular genetics''. On the left, there's a 'Refine your search' sidebar with several categories:

- Availability**: 'Limit to currently available items' (highlighted with a red circle).
- Authors**: A list of authors including Beltran, Jose Pio, Coulthard, Malcolm, Cristofalo, Vincent ..., Fink, Gerald R., Graba, Yacine, and a 'Show more' link.
- Collections**: A list of collections including EBook, EBook Elsevier, EBook Protocols, Hof Group, and Vicoso Group.
- Home libraries**: A list of libraries including 'Books at groups', 'e-Library', and 'Library' (highlighted with a red circle).

The main search results area displays 'Your search returned 92 results.' and a message 'Not what you expected? Check for suggestions'. Below this is a pagination bar with links 1, 2, 3, 4, 5, 'Next >', and 'Last >'. A 'Relevance' dropdown menu is also present. The results list includes:

- Genetics and Molecular Biology.** by Schleif, Dr. Robert F. (Publication details: The Johns Hopkins University Press, 1993. Availability: **Not available**: Checked out (1)).
- Molecular Genetics of Bacteria.** by Dale, Jeremy W. (Publication details: Wiley, 2010. Availability: **Items available for loan**: Library (1) [Call number: 572-2010]. **Items available for reference**: Books at groups: Not for loan (1)).

 Each result has options to 'Place hold', 'Add tag', and 'Save to lists'.

Home libraries:

“Books at groups” lists books of different research groups. These items are not intended for public use, but you can always contact the group.

“e-Library” contains our licensed eBooks

“Library” stands for all books of the publicly available library, you can check out these items

Item types:

“Book” includes all physical items

“eBook” contains licensed electronic books

Several different limitations like “currently available items”, “Authors”, Series etc. are possible as well.

Location & Access

Books in the Library

How to Find

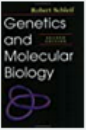


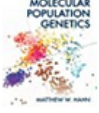
To locate a book on the library shelves, please refer to the classification system, which consists of three-digit numbers (e.g., 572) and the copyright year tagged on the spine of the book. The number and the year are also shown in the catalog entry of each book at the field "Call number". Each number stands for a special field like "00x" for Computer Science, "512" for "Algebra", or "570" for "Life sciences". To make the search easier for you, the main fields (categories) are marked with different colors in the library so the searching is as quick as possible.

Library Location Labels

0XX Generalities	5XX Natural Sciences & Mathematics
1XX Philosophy, Psychology	6XX Technology
3XX Social Sciences	7XX Arts
4XX Language	8XX Literature

The following screenshot shows different information about availability of books in the library and on campus within the [research groups](#).

Catalog view:

- ☐
Genetics and Molecular Biology.
 by Schleif, Dr. Robert F.
 Publication details: The Johns Hopkins University Press, 1993
 Availability: **Not available: Checked out (1).** [currently checked out from the library](#)
[Place hold](#) [Log in to add tags](#)

- ☐
Molecular Genetics of Bacteria.
 by Dale, Jeremy W.
 Publication details: Wiley, 2010
 Availability: **Items available for loan:** Library (1) [Call number: 572-2010] **Items available for reference:** Books at groups: Not for loan (1). [at the research group](#)
[Place hold](#) [Log in to add tags](#)

- ☐
Population genetics, molecular evolution, and the neutral theory : selected papers / Motoo Kimura ; edited and with introductory essays by Naoyuki Takahata ; with a foreword by James F. Crow.
 by Kimura, Motoo, 1924-.
 Material type: Text; Format: print; Literary form: Not fiction
 Publication details: Chicago : University of Chicago Press, 1994
 Online access: [Publisher description](#) | [Table of contents](#)
 Availability: **Items available for loan:** Library (2) [Call number: 575-199x, ..]. [available in the library](#)
[Place hold](#) [Log in to add tags](#)

- ☐
Molecular population genetics / Matthew Hahn.
 by Hahn, Matthew William, 1975- [author.].
 Material type: Text; Format: print; Literary form: Not fiction
 Publisher: New York : Sunderland, MA : Oxford University Press ; Sinauer Associates, [2018]
 Availability: **Items available for reference:** Books at groups: Not for loan (1). **Not available: Checked out (1).** [one copy at the research group; one copy currently checked out](#)
[Place hold](#) [Log in to add tags](#)


Single item view:

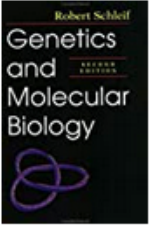


Image from Amazon.com

[Normal view](#)
[MARC view](#)
[ISBD view](#)

Genetics and Molecular Biology.

By: [Schleif, Dr. Robert F Q](#)

Publication details: [The Johns Hopkins University Press, 1993.](#)

ISBN: 0801846749; 9780801846748

DDC classification: 572.8

Tags from this library: No tags from this library for this title. [Log in to add tags.](#)

Average rating: 0.0 (0 votes)

Holdings (1)

Item type	Current library	Call number	Status	Date due	Item holds
Book	Library	572-199x (Browse shelf)	Checked out	09/05/2022	

Place a Hold

If a book isn't available at the moment, you can reserve it by pressing the button "Place hold".

Home > Details for: **Genetics and Molecular Biology.**

Normal view | MARC view | ISBD view

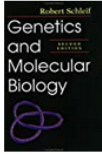


Image from Amazon.com

Genetics and Molecular Biology.
 By: Schleif, Dr. Robert F Q
 Publication details: The Johns Hopkins University Press, 1993.
 ISBN: 0801846749; 9780801846748
 DDC classification: 572.8
 Tags from this library: No tags from this library for this title. Log in to add tags.
 ★★★★★ Average rating: 0.0 (0 votes)

Holdings (1)

Item type	Current library	Call number	Status	Date due	Item holds
Book	Library	572-199x (Browse shelf)	Checked out	09/05/2022	

Place hold | Print | Suggest for purchase | Unhighlight | Send to device | Save record | More searches

Share | f | in | t

Books at the Research Groups

Books held by research groups are listed in the catalog as well. Not all of the books of a research group are necessarily registered.

Books of research groups are listed as "Books at groups" in the field "Current library". The "Collection" field refers to the group. These books cannot be borrowed from the library, but you can contact the Research Group.

Home > Details for: **Molecular Genetics of Bacteria.**

Normal view | MARC view | ISBD view




Image from Amazon.com

Molecular Genetics of Bacteria.
 By: Dale, Jeremy W Q
 Publication details: Wiley, 2010.
 ISBN: 0470741848; 9780470741849
 DDC classification: 572.8293
 Tags from this library: No tags from this library for this title. Log in to add tags.
 ★★★★★ Average rating: 0.0 (0 votes)

Holdings (2)

Item type	Current library	Collection	Call number	Status	Date due	Item holds
Book	Books at groups	Hof Group		Not for loan		
Book	Library		572-2010 (Browse shelf)	Available		

eBook Collections

ISTA is licensing more than hundred thousand of eBooks. To reduce your hit list to eBooks please follow the instructions at the chapters [Advanced Search](#) and [Limit to](#). If you'd like to access an eBook please follow the link at the field "Online Access". You can find this link both in the hit list display or the single item display.

You can find a list of all accessible collections here

<https://ista.ac.at/en/research/library/find-read/ebooks/>

Hit list display:

The screenshot shows the ISTA search interface. At the top, the ISTA logo and 'Institute of Science and Technology Austria' are on the left, and a user greeting 'Welcome, Karin Schuh' is on the right. Below this is a search bar with 'electron paramagnetic Resonance' entered. A navigation bar below the search bar contains links: 'Advanced search', 'Course reserves', 'Purchase Suggestions', 'Tag cloud', and 'Libraries'. The main content area shows 'Your search returned 19 results.' and a sidebar for 'Refine your search' with categories like Availability, Authors, Collections, and Home libraries. Two search results are visible, both for 'Electron paramagnetic resonance investigations of biological systems by using spin labels, spin probes, and intrinsic metal ions. Part B / edited by Peter Z. Qin, Kurt Warncke.' and 'Part A / edited by Peter Z. Qin, Kurt Warncke.' Both results show the series 'Methods in enzymology', material type 'Text', and publisher 'Academic Press'. The 'Online access' field for both results contains a blue link 'Click here to access online' which is circled in blue. The 'Availability' field for both results shows 'Items available for loan: e-Library (1)'. A small book cover image is shown next to each result.

Single item display:

Home

> **Details for: Electron paramagnetic resonance investigations of biological systems by using spin labels, spin probes,**

Normal view MARC view ISBD view



Image from Amazon.com

Electron paramagnetic resonance investigations of biological systems by using spin labels, spin probes, and intrinsic metal ions. Part B / edited by Peter Z. Qin, Kurt Warncke.

Contributor(s): Qin, Peter Z [editor.] | Warncke, Kurt [editor.]

Material type:  Text

Series: [Methods in enzymology](#) ; v. 564.

Publisher: Amsterdam, Netherlands : [Academic Press is an imprint of Elsevier](#), 2015

Description: 1 online resource (xx, 613 pages) : illustrations (some color)

Content type: text Media type: computer Carrier type: online resource

ISBN: 9780128028476; 0128028475

Subject(s): [Electron paramagnetic resonance spectroscopy](#)  | [Electron Spin Resonance Spectroscopy -- methods](#) | [SCIENCE / Chemistry / Analytic](#)  | [Electron paramagnetic resonance spectroscopy](#) 

Genre/Form: [Electronic books.](#) 

DDC classification: 543/.67

LOC classification: [OP519.9.E433](#)

Online resources: [Click here to access online](#)

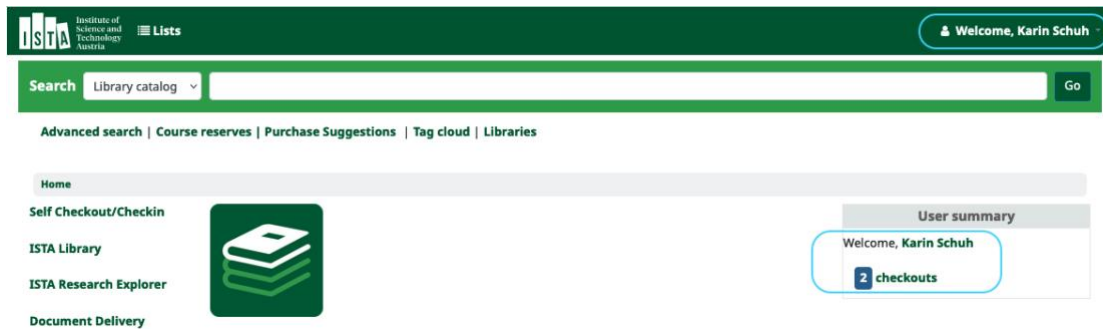
Tags from this library: No tags from this library for this title.  [Add tag\(s\)](#)

★★★★★ Average rating: 0.0 (0 votes)

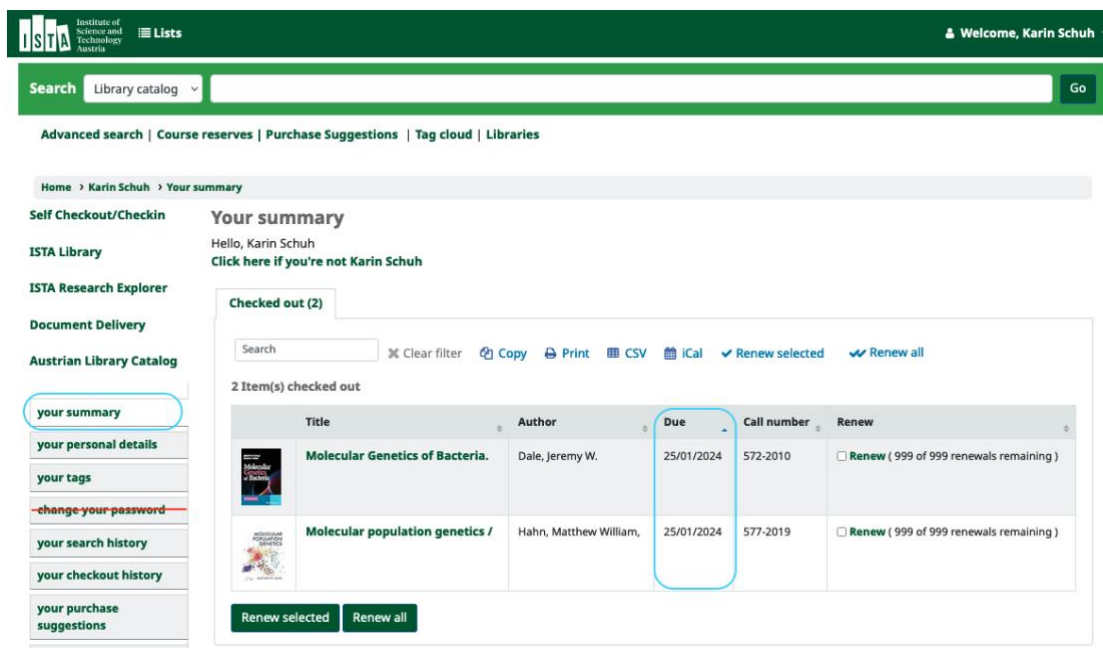
Personal Account

Everybody at ISTA has an own account for BookList. It is activated with your first login with your ISTA credentials (username, ISTA password, Token).

To access your account, click on one of the highlighted links.



Within your account you can check the status of books you have on loan and renew books before the due day if nobody is waiting for it. All books are automatically checked out for 2 months.

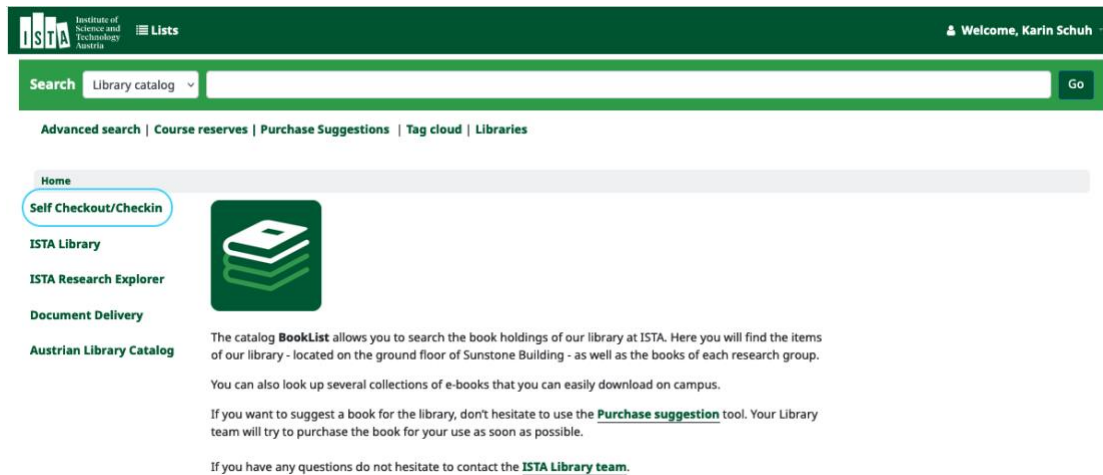


Please note: Do not change the password - you need your ISTA credentials to access the system.

Here you can also create a private list or view public lists.

Self Checkout (HowTo borrow books)

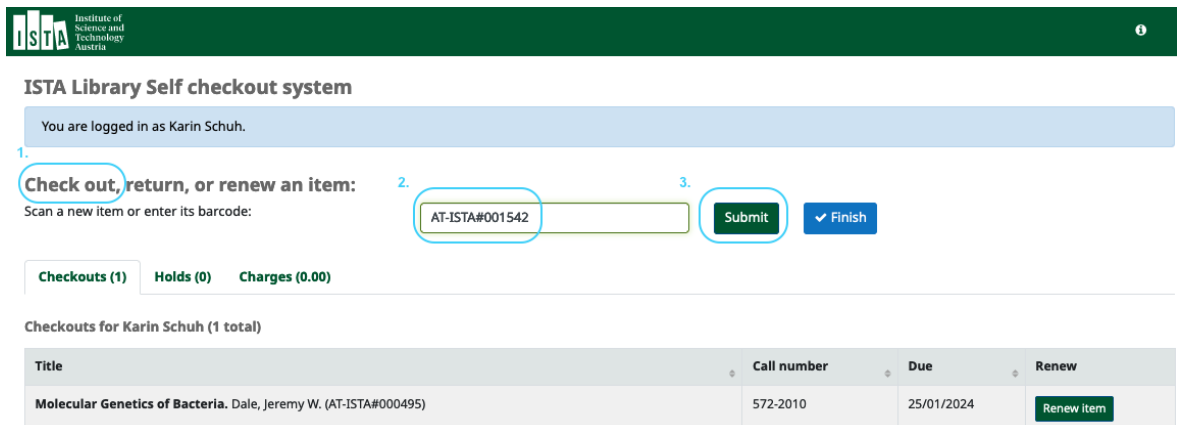
If you are an employee at ISTA and would like to check out a book from the library, please use the self-checkout tool on the computer in the library or on your personal computer. Please note that the tool is not available for external users.



The screenshot shows the ISTA Library homepage. The sidebar on the left has a menu with the following items: Home, Self Checkout/Checkin (highlighted with a red circle), ISTA Library, ISTA Research Explorer, Document Delivery, and Austrian Library Catalog. The main content area features a book icon and text explaining the BookList catalog, e-book collections, and the purchase suggestion tool. A link to the ISTA Library team is provided at the bottom.

You are allowed to keep a book for 2 months, if you still need it you can prolong this period.

To check out a book enter or scan the barcode and click on “submit”:



The screenshot shows the ISTA Library Self checkout system interface. It includes a login status bar, a step-by-step checkout process, and a table of current checkouts.

1. Check out, return, or renew an item:
Scan a new item or enter its barcode:

2.

3.


Checkouts (1) Holds (0) Charges (0.00)

Checkouts for Karin Schuh (1 total)

Title	Call number	Due	Renew
Molecular Genetics of Bacteria. Dale, Jeremy W. (AT-ISTA#000495)	572-2010	25/01/2024	<input type="button" value="Renew item"/>

Please note: The "Finish" button is currently not working :(

To return a book, enter or scan the barcode and click on "submit" again. The following page appears:

 Institute of Science and Technology Austria

ISTA Library Self checkout system

Please confirm the checkout:

This item is already checked out to you.

↶ Return this item
↶ Renew item
Cancel

Click on "Return this item" to return the book.


You can renew books either in the self-checkout module or in your account under "your summary".

Checked out (1)

✕ Clear filter
📄 Copy
🖨 Print
📄 CSV
📅 iCal

✓ Renew selected
✓ Renew all

1 Item(s) checked out

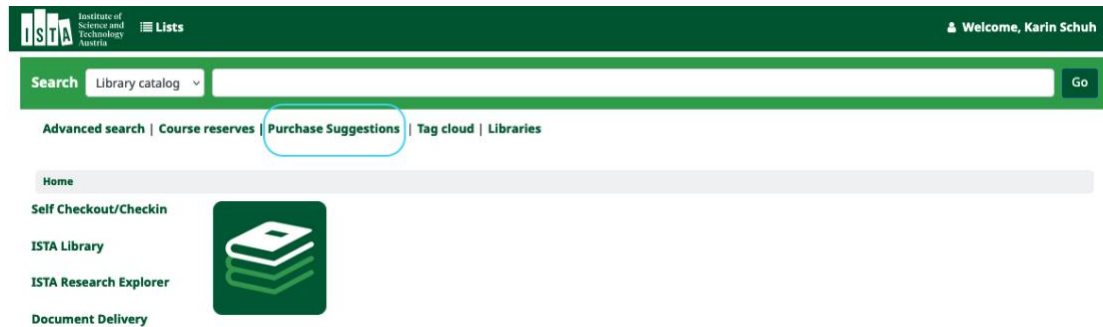
Title	Author	Due	Call number	Renew
 Molecular Genetics of Bacteria.	Dale, Jeremy W.	28/12/2023	572-2010	<div style="border: 2px solid #004d00; padding: 2px 5px;"> <input type="checkbox"/> Renew (993 of 999 renewals remaining) </div>

Renew selected
Renew all

Purchase Suggestion

If you want to suggest a new book for the library, please use the “Purchase Suggestions” tool.

Follow the link “Purchase suggestions” on the home BookList page.



Please click on the link “New purchase suggestion.” Just enter the title and some additional information or notes and click on “Submit your suggestion”. The library will let you know whether the book will be purchased. You will also receive a message when the book has arrived. Additionally, you can follow the status of your suggestion at “your purchase suggestion”.

Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion for the Library collection.

Provide at least the title of the book. The more information you enter the easier it will be for the librarians to find the title you're requesting.

As soon as the book arrives at the Library you will be informed via email. The book will be reserved for you as first reader.

If you would like to order a book for your research group please write an email to library@ist.ac.at instead of using this form.

Title: Required

Author:

Copyright date:

Standard number
(ISBN, ISSN or other):

Publisher:

Collection title:

Publication place:

Quantity:

Item type:

Notes:

Submit your suggestion

Cancel