



# BookList

## User Guide

---

## Table of Contents

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

BookList ([koha.ista.ac.at](http://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 2.800 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.

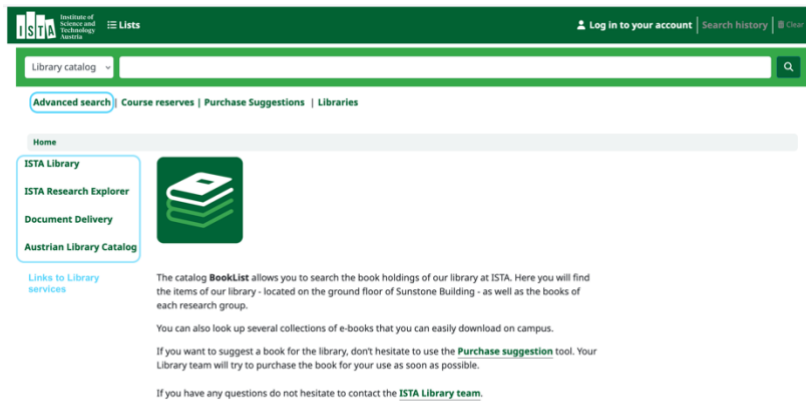
Besides the physical books you can also search the catalog for more than hundred thousand of eBooks licensed for ISTA employees. The catalog leads you directly to the publisher where you can read or download the items.

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

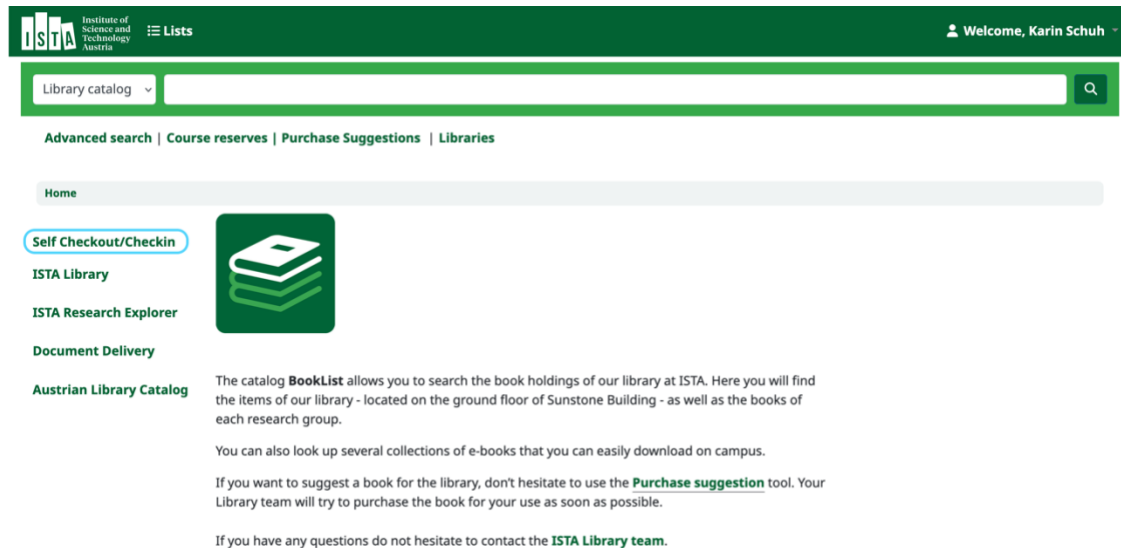
# Starting with BookList

You reach the library catalog at [koha.ista.ac.at/](https://koha.ista.ac.at/).

From here you can start e.g. a simple search, make purchase suggestions or log in to your personal account at BookList. A list of links refers to other library services.



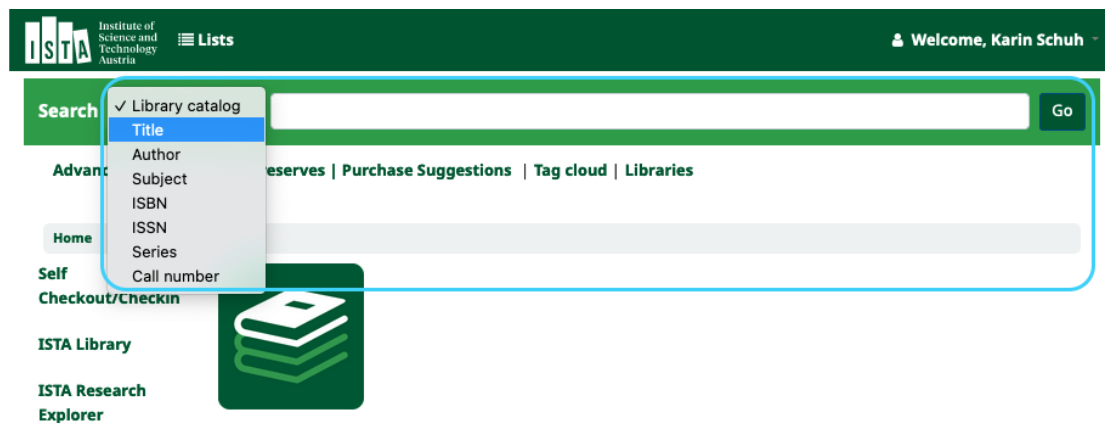
After logging in with your ISTA credentials (and token), you can, check out books to your personal account at BookList, renew them or check them back in.



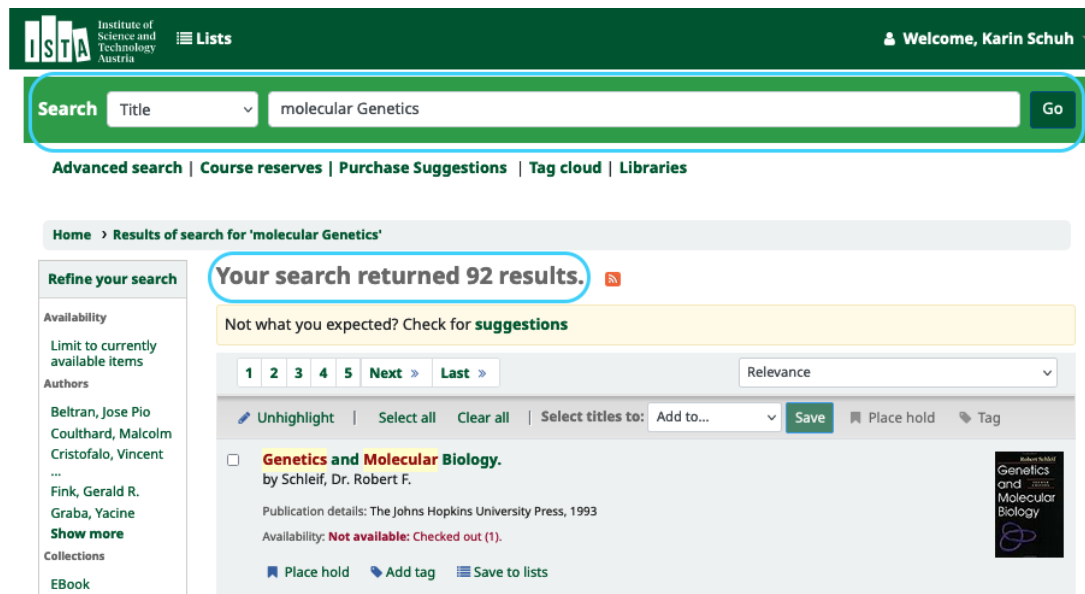
# Search & Find

## Simple Search

For searching items in the catalog just visit [koha.ista.ac.at/](http://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.

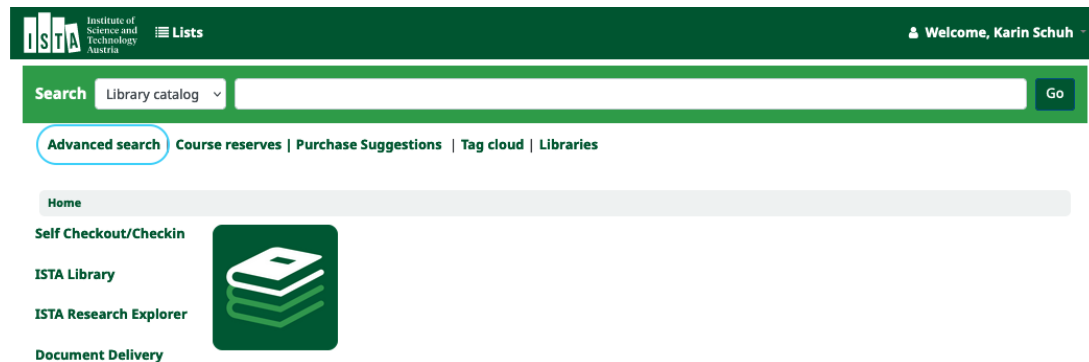


The search will result in a list of books and eBooks available at ISTA.



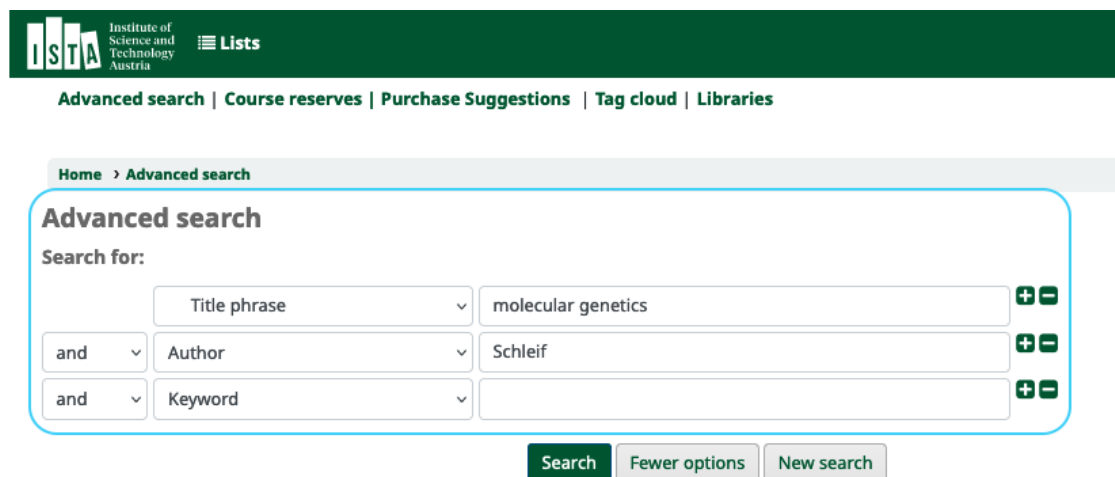
## Advanced Search

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 square icon depicting 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, a text input field, and a '+'/- button. The first row has 'Title phrase' as the category and 'molecular genetics' as the search term. The second row has 'Author' as the category and 'Schleif' as the search term. The third row has 'Keyword' as the category and an empty text input field. 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 (e.g. 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:

ISTIA Institute of Science and Technology Austria

Search Title molecular genetics Go

Advanced search | Course reserves | Purchase Suggestions | Tag cloud | Libraries

Home > Results of search for 'molecular genetics'

**Refine your search**

Availability

Limit to currently available items

Authors

Beltran, Jose Pio

Coulthard, Malcolm

Cristofalo, Vincent ...

Fink, Gerald R.

Graba, Yacine

Show more

Collections

EBook

Ebook Elsevier

Ebook Protocols

Hof Group

Vicoso Group

Home libraries

Books at groups

e-Library

Library

Your search returned 92 results.

Not what you expected? Check for suggestions

1 2 3 4 5 Next > Last >

Relevance

Unhighlight | Select all | Clear all | Select titles to: Add to... Save Place hold Tag

☐ **Genetics and Molecular Biology.**  
by Schleif, Dr. Robert F.  
Publication details: The Johns Hopkins University Press, 1993  
Availability: **Not available:** Checked out (1).  
Place hold Add tag Save to lists

☐ **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).  
Place hold Add tag 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.

If you are looking for a list of books held by a research group or division go to “Collection” and select the group. (You need to be logged out from your account to be able to use this option)

ISTIA Institute of Science and Technology Austria

Log in to your account Search history Clear

Advanced search | Course reserves | Purchase Suggestions | Libraries

Home > Advanced search

Advanced search

Search for:

Keyword

and Keyword

and Keyword

Search Fewer options New search

Item type Collection

Limit to any of the following:

☐ Browning Group

☐ Barton Group

☐ Bickel Group

☐ Calazzo Group

☐ Academic Affairs

☐ Baykushcheva Group

☐ Bravo Group

☐ Chatterjee Group

☐ Alistarh Group

☐ Benkova Group

☐ Bronstein Group

☐ Cheng Group

☐ Alpichshev Group

☐ Bernecky Group

☐ Bugnet Group

☐ Communications

## Location & Access

### Books in the Library

#### How to Find

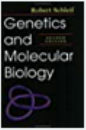


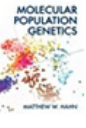
To locate a book on the library shelves, please refer to the classification system, which consists of three-digit numbers (e.g., 572) and the copyright year tagged on the spine of the book. The number and the year are also shown in the catalog entry of each book at the field "Call number". Each number 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:

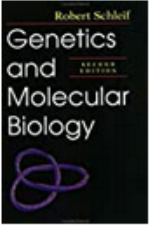


Image from Amazon.com

[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 <a href="#">(Browse shelf)</a>	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

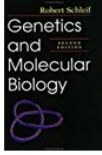


Image from Amazon.com

**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

## 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"/"Online resource". 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 'Title' selected and the search term 'electron paramagnetic Resonance'. A 'Go' button is to the right. Below the search bar are links for 'Advanced search', 'Course reserves', 'Purchase Suggestions', 'Tag cloud', and 'Libraries'.

The main content area shows 'Home > Results of search for 'electron paramagnetic Resonance''. It states 'Your search returned 19 results.' and offers a link to 'suggestions' if the results are not as expected. A dropdown menu shows 'Popularity (most to least)'. Below this are action buttons: 'Unhighlight', 'Select all', 'Clear all', 'Select titles to:', 'Add to...', 'Save', 'Place hold', and 'Tag'.

Two search results are displayed, both for the book '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.' by Qin, Peter Z [editor.] | Warncke, Kurt [editor.]. The series is 'Methods in enzymology ; v. 564.' The material type is 'Text; Format: available online' and the literary form is 'Not fiction'. The publisher is 'Amsterdam, Netherlands : Academic Press is an imprint of Elsevier, 2015'. The online access link 'Click here to access online' is circled in blue. The availability is 'Items available for loan: e-Library (1)'. Below each result are buttons for 'Place hold', 'Add tag', and 'Save to lists'.

On the left side, there is a 'Refine your search' sidebar with sections for 'Availability' (Limit to currently available items), 'Authors' (listing A. Abragam, B. Bleaney, M. J. Davies, Tina Daviter, Robert T. Downs, and a 'Show more' link), 'Collections' (listing EBook, Ebook Elsevier, Ebook LN Physics, Ebook Protocols, Katsaros Group, and a 'Show more' link), 'Home libraries' (listing Books at groups, e-Library, Library, and a 'Show more' link), 'Item types' (listing Book, eBook, and a 'Show more' link), and 'Series'.

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](#)

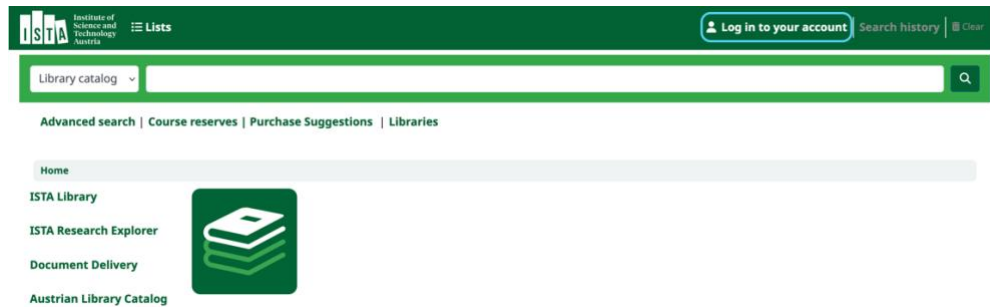
Tags from this library: No tags from this library for this title.  [Add tag\(s\)](#)

★★★★★ Average rating: 0.0 (0 votes)

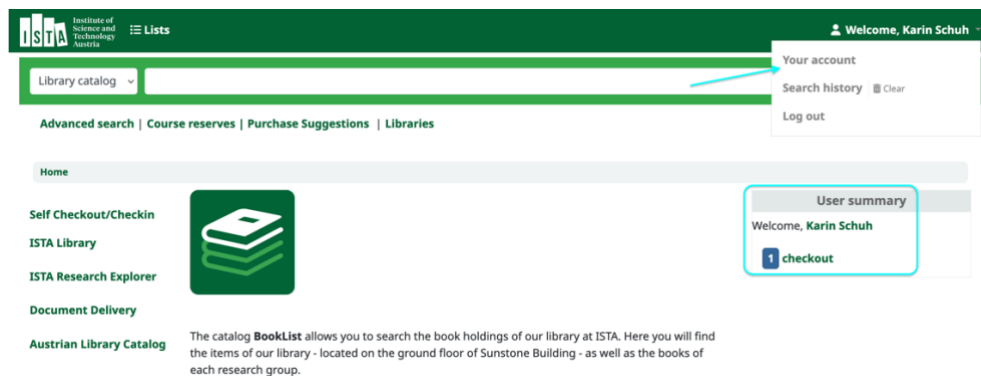
# Personal Account

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

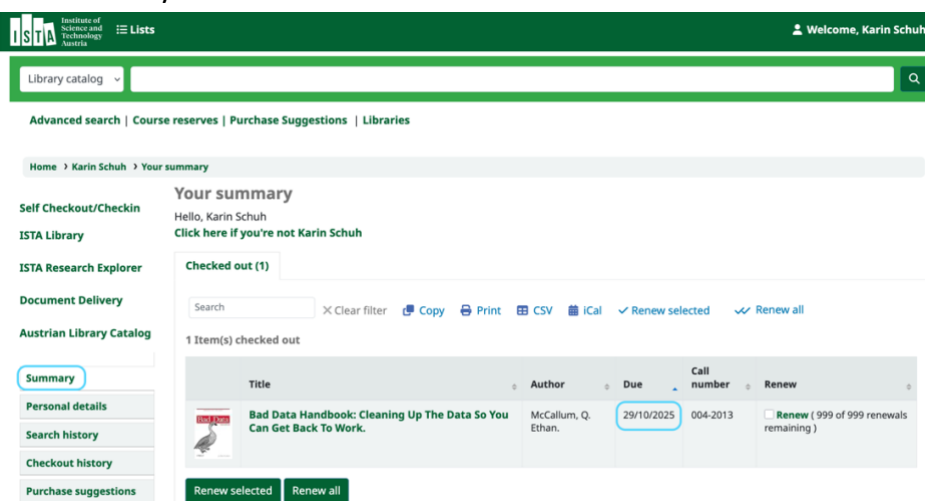
To access your account, click on “Log in to your account”.



In the overview you can see how many books you have checked out. If you want to see the details, click on “Your account”.



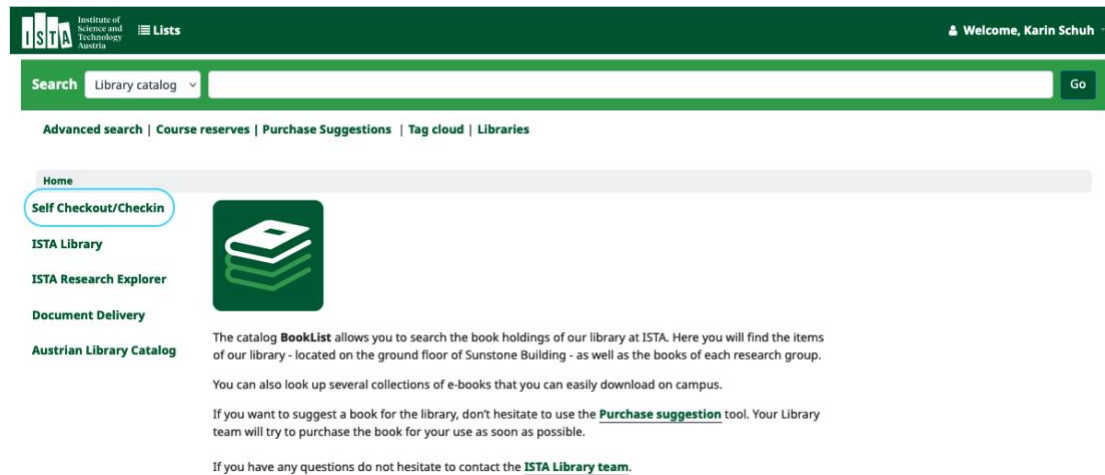
Within your account you can check the status of books you have on loan. You can renew books before the due day if nobody is waiting for it. All books are automatically checked out for about 2 months.



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

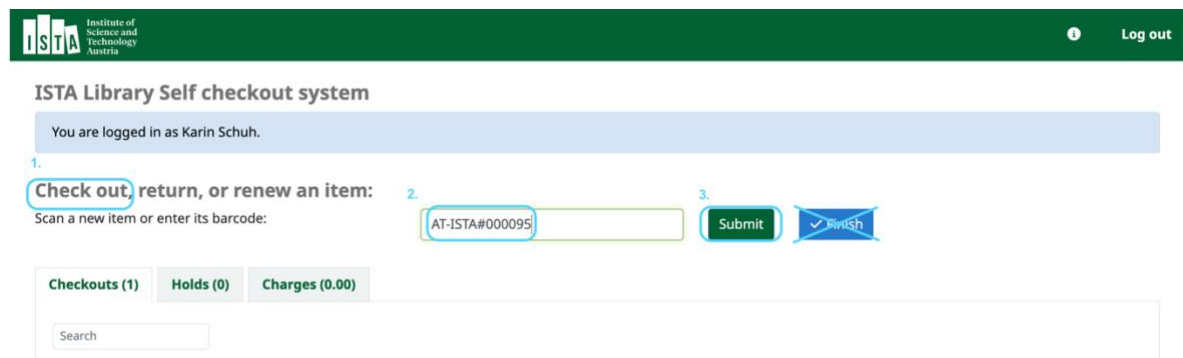
# Self Checkout (HowTo borrow books)

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.



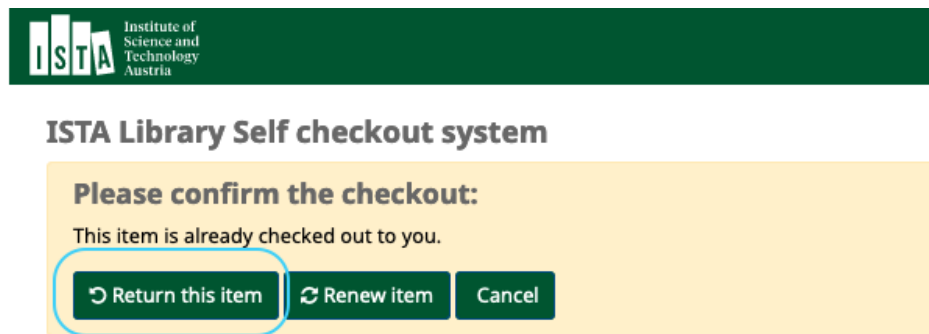
You are allowed to keep the book for about two months. If you still need it and no one else has reserved it, you can prolong this period.

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



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

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



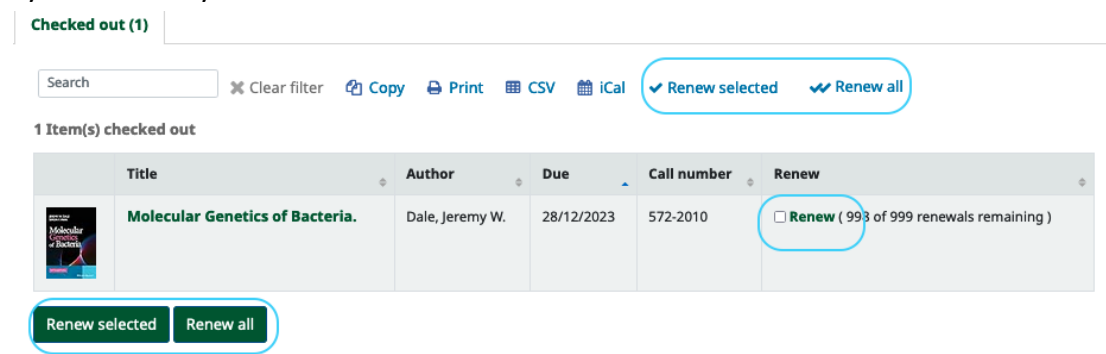
**ISTA** Institute of Science and Technology Austria

### ISTA Library Self checkout system

**Please confirm the checkout:**  
This item is already checked out to you.

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)**

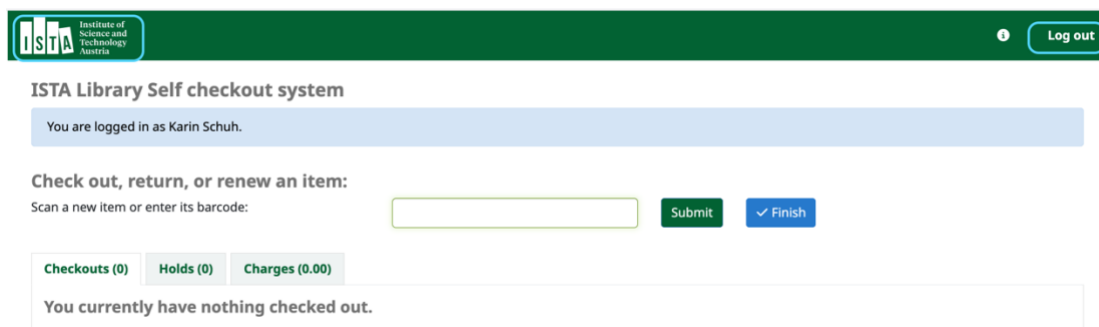
Search

1 Item(s) checked out

Title	Author	Due	Call number	Renew
 <b>Molecular Genetics of Bacteria.</b>	Dale, Jeremy W.	28/12/2023	572-2010	<input type="checkbox"/> <b>Renew</b> ( 993 of 999 renewals remaining )

Please don't forget to log out after checking books in or out on the computer in the library.

The ISTA Logo leads you back to the main page.



**ISTA** Institute of Science and Technology Austria

### ISTA Library Self checkout system

You are logged in as Karin Schuh.

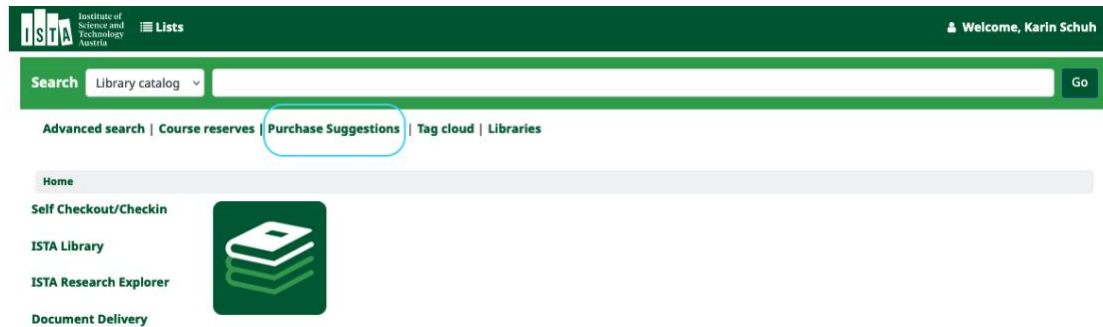
**Check out, return, or renew an item:**  
Scan a new item or enter its barcode:

You currently have nothing checked out.

# 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](mailto: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