Renewing books

Users must be logged in to Populi in order to renew books.

To find the books that have been signed out, students need to click on the Library tab at the top of the screen, followed by the "My Profile" tab on the main screen.

"The renew button doesn't show up after all of my books, just some of them…"

Someone else may have placed a hold on this title or a user has exceeded the maximum number of renewals. Either way, the books must be returned to the library.

eBooks

eBooks may be found using the library catalogue, but they are not checked out via Populi. Access the link provided through Populi to EBSCO in order to open the book. EBSCO password will be student initial and last name (eg: jsmith) and their password is their student number.

Placing Holds

In order to place a hold, users must be logged in to Populi. Once logged in, there is an option to place a hold on any resource beneath the resource image.

Once the book has been pulled and placed on hold, users will receive an automated email that their resource is available for pickup. Resources must be picked up within one week of receiving notification or the hold will automatically cancel.

Fines and Overdues

Books: $0.25 per day, per book
DVDs, CDs: $1.00 per day
Reserve items: $1 for each 2 hours late.

If fines and overdue items exceed $10.00, borrowing privileges are suspended until the account is in good standing.

All fines must be paid and books returned by the end of the semester in order for grades to be released.

Emmanuel
BIBLE COLLEGE

Using the
EBC Library Catalogue

Edna Pridham Library
Emmanuel Bible College
519-894-8900 ext. 269
librarystaff@emmanuelbiblecollege.ca

Access the catalogue:

From EBC Library website:

- Click on the Library Catalogue tab
- Click on catalogue to access

Users may view the catalogue without restriction, but will need a login and password to renew titles and place holds on books.

Login: Populi Login ID
Password: (Populi password)

From Populi:

- Click on Library tab on top left of screen

Searching for resources

Simply type in the name of a title, series or author (or any combination of the above) to find the most applicable titles in the library collection.

Examples:

- Worship in early Christianity Everett

- Brazos theological commentary Genesis

- Creating God Geisler

Author Search

In the search function type:

- Author: Graham
- Author: Graham, Billy

The first search will find any authors with the first or last name of Graham, and the second search finds books specifically written by Billy Graham.

Subject Search

To find subject specific resources in a given field, click on the "Subject" tab on the Populi Library search screen. Scroll down to find the subject area being researched, click on any subject to find the resources that are attached to that subject field.

One other option is to return to the main search screen and simply type in a search string:

- Subject: spiritual gifts

This will look for any combination of the words "spiritual" and "gifts" in the subject fields.

Keyword Search

Type in any search word, including author, subject, title or even publisher in order to find the most relevant materials for that specific search.

Example:

- Jesus atonement

This looks for the words Jesus and atonement in the author, title, and subject fields.

Status:

Underneath the title of the book a colourful notation regarding the status of the book is found. If the resource is available, it will indicate so in green text. If the book is unavailable, it will indicate so in red text.

Finding books on the shelf

Click the title to pull up more information about the book including its location. On this new screen, the location is found underneath the title, including call number and location within the library (Main stacks, Reference, Reserve Room, etc.)