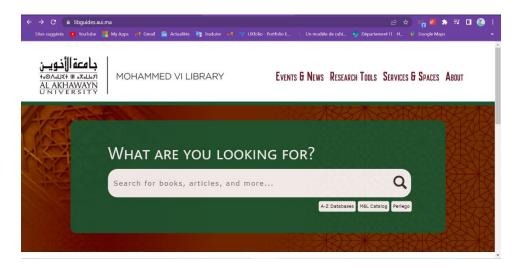
Library Workshop

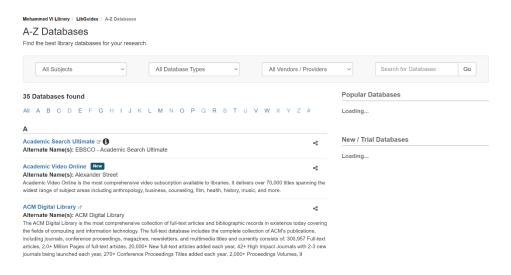
-1st Step: Go to the circulation desk in the library and give your cash wallet to the librarian in order to create a *millennium* account.

-2nd Step: Libguides.aui.ma



+ A-Z Databases:

Mention that there are over <u>35 databases</u> they can use to get scholarly articles (some of them are general databases and some are specific to fields like: Business, Artificial Intelligence....)



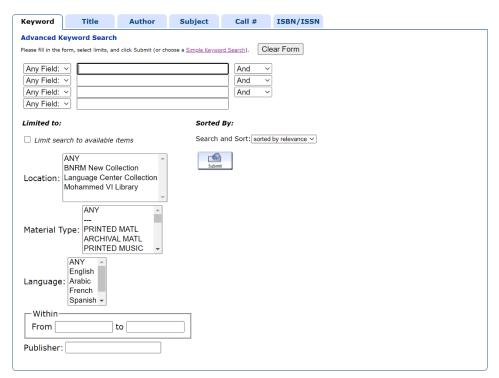
+ M6L Catalog:

1. Search Feature:



2. Advanced Search Feature:

- => Key words using the features *and/and not/or* about the content of the book
- => Select Language/Publisher/Date if you want to specify
- => Then Submit



-The difference between these two books:

- +The first book is an e-book as shown in the red icon
- +The second book is a physical book. As you can see the call number is written (Call No.).
- => The books are classified into 21 subjects identofied by the two first letters of the call number. **PLEASE, ASK THE LIBRARIAN IN CASE YOU ARE LOST!**



-3rd Step:

After borrowing a book from the library, you have 28 days as a borrowing period. You can renew two times your period just by using Millenium.

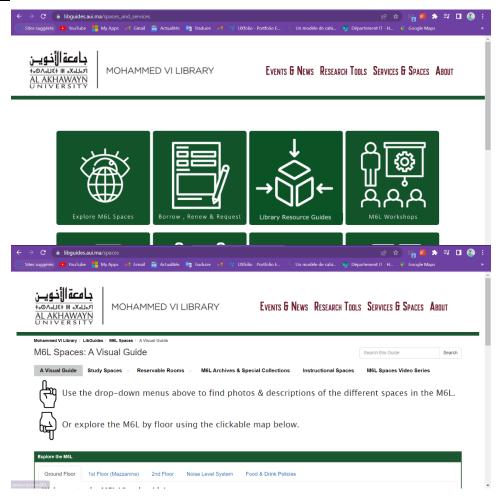


- +For the first time using willenium: DO NOT ENTER ANY PASSWORD.
 - => Just enter your name as written in your cash wallet (Even if the name in your cash wallet is wrong).
 - => Enter your CIN (for Moroccan citizens) or Passport Number (for International students)
 - => Then Submit
- +In your Millennium Account, you can renew by clicking on **RENEW** without the need to go back to the circulation desk.

NOTE: a **fine of 10dh/day** is applicable in case you do not respect the deadline.

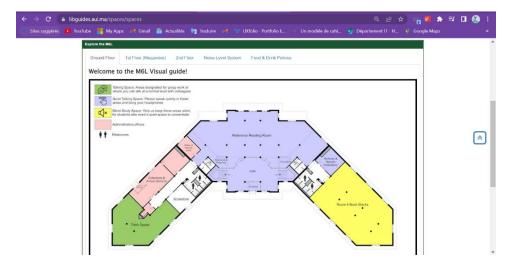
-4th Step:

+Spaces:



+Exploring the M6L spaces:

(Show the different floors and spaces as you explain the difference of each one of them)



+Reservable Rooms:

(Mention the reservable spaces like Active Learning Spaces and Talking Rooms as you open their respective pages)

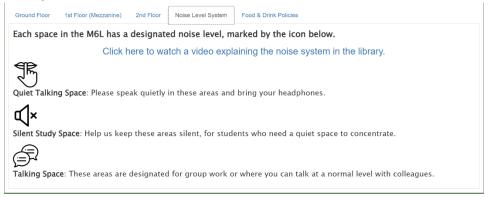


-5th step:

Talk to them about *Regulations*

Don't forget to mention the fines (Beverage: 200 Dhs, Food: 200 Dhs)

-Noise Level System:



- Food and Drink Policies:

