Welcome to MYLIBRARY

The home of UITP Knowledge
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What is MyLibrary?
WHAT IS MYLIBRARY?

- MyLibrary is the digital library of UITP
- You can find all the documents published by UITP as well as a lot of references from other sources covering all aspects of public transport

It contains 60000 documents

37479 Downloads in 2018
How can I access MyLibrary?
HOW CAN I ACCESS MYLIBRARY?

• Via MyUITP

To access MyLibrary, you first need to connect to MyUITP. Go to the UITP website (www.uitp.org) and click on the button “login MyUITP” located at the top of the screen.

• How to retrieve my login or password?

  o You already know your UITP login and password
    - Click on one of the UITP services (eg: MyLibrary).
    - A connection pop-up opens.
    - Enter your login and password.

  o You have no UITP login and password
    - Click on “Don’t remember your password”
    - Enter your email address
    - You will receive automatically an email to reset your login/password
What can I see in MyLibrary?
WHAT CAN I SEE IN MYLIBRARY?

The kind of documents you can access depends on your relation to UITP:

- As an **active member of a UITP body**: you can access **85 %** of the documents (some folders, such as UITP executive board, have very restricted access)

- As a **member not active in a UITP body**, you can access **70 %** of the documents

- As a **non-member**, you can only access **0.02 %** of the documents, but if you have registered for a UITP event or training, we can get temporary access for 3 months to download the presentations

- **Please note** that in some cases, according to your services packages, you may access the reference but not see the attached file (Standard members must purchase some documents that are free of charge for Advantage and Premium members)
How does it work?
HOW DOES IT WORK? (1/8)

• Many documents are easily accessible via MyLibrary’s homepage:

On the top of the page, “Focus on” promotes new reports or major conferences. It is updated weekly.

All new publications are published under "New publications". Three types of reports are presented: UITP reports, R&I latest releases and new documents or articles from other sources than UITP.

At the bottom of the homepage, we have created shortcuts to the presentations of the latest events. Click on the arrow to see more events. Please note that these shortcuts are valid for 3 months after the event.

The left-hand menu of the homepage is dedicated to the remaining shortcut pages: working bodies, regions and R&I pages. They provide quick access to the most recent UITP documents linked to a body or region, or deliverables of a project.

Have a look at our video
HOW DOES IT WORK? (2/8)

There are 2 tools to search for information:

- **The global search field**

The system will search for any occurrence matching the requested terms. It will look into the titles, keywords, authors, publishers, comments or sources (sources=UITP events, bodies, name of periodicals…). Please note that it will not search into the attached files (= full text search).

Avoid typing only broad terms/wide topics such as “financing”, “bus” or “sustainable mobility”, because you may obtain a lot of results. Try to be precise in your search and sum up your request with 2 or 3 key terms.

Put specific terms in quotation marks (eg: “combined mobility”)

Have a look at our video
The Advanced search

This is the complete advanced search screen, with many different fields. To make sure your search is effective, we advise you to enter search terms in more than one field (eg: title and keywords).

The purpose of some fields is less clear than others. For example:

**Keywords:** A list of thematic or geographical tags that we have selected. It does not include name of companies or terms such as “conference” “programme” “action point”...

**Document source:** is related to the name of a magazine, a collection, the name of a UITP body (thematic, modal, regional...), the description of a UITP event

**Full text:** The system will search in the attached files (pdf...)

When typing, a dictionary will suggest something that already exists in the system. When you search by keywords, you must make a choice in the list to enable the search.
How are the results classified?

By default the documents are classified by relevance. The terms you searched for are highlighted in red.

If any UITP latest report matches with your request, it will always appear first in the list of results.

Your opinion matters and can improve the list of results!

The more a document is rated, the higher it will appear in the list of results. So we invite you to rate the documents that you read by giving hearts or answering the question that will appear when you open a file. The rates last 2 years, based on the date of rating. The most rated documents remain on the top of the list.

Have a look at our video

Policy brief: Integrating mobility health impact in decision-making
International Association of Public Transport (UITP) 2018
UITP finalised studies - Policy Briefs
• How do I refine the list of results?

Once you get the list of results, a menu will appear on the right.

Tick the box(es) then, go to the bottom of the screen and choose between the options "Or", "And", "Or/And" and click on "Ok"

• How do I sort the list of results?

Above the list of results, choose one of the options from the scroll menu.

Then, click on ☯ ☯ ☯ This will sort the results in descending or ascending order (whether numerical, alphabetical or date)

Have a look at our video
How can I access the files?

Once you get the list of results, click on the title to see more details, as well as any attached files.

Here is an example of a reference, its details and its attached file. Click on the thumbnail (or on the pdf icon below the description if there is more than one file attached) to open it and save it in the usual way on your computer.
• How do I download a file?

  o Tick one or more box(es) next to the title. To download all documents at once, click on "Select all"

  o Go to the menu above the list of results. Click on the icon "Download"

  o Finally, a download window appears. Click on "Get an archive (.zip) with documents"

Have a look at our video
HOW DOES IT WORK? (8/8)

• How do I keep documents as favorites?
  - You can create shortcuts to some document that you would consider as favorites.
  - Click on the star below the description
  - Tick one of the boxes or create a new type of favorites and click on the
  - You will find your favorites in “my favorites” located under your name at the top of the screen

Have a look at our video
New and upcoming tools
NEW TOOL

- Alerts: You can be notified when a new document matches your query

When you search for something and the list of results meet your expectations, you can create an alert by clicking on the icon “create an alert”

Once a week, you will receive an email with the list of new uploads

You will find your list of alerts in “My alerts” (under your icon profile) and can remove at anytime
• Better visibility of UITP documents on the Internet

In order to ease the access to the UITP documents, we have developed a tool that will provide freely the description (title, authors…) of some UITP reports on the Internet.

It concerns the UITP reports, all the public documents such as Policy Briefs, the UITP toolboxes, and R&I projects deliverables. It does not includes the commission /committees documents.

That will enable the main browsers such as Google or IE to add them in their results.

⇒ So, if you search for some information on digitalisation, you will be able to see that UITP has produced a report on this topic which is available in MyLibrary, the electronic library of UITP.

Then, if you want to access the files, you will be directed to MyLibrary. Either you are a UITP member and you insert your access codes and download the document, or you are invited to contact us for more information on membership.

The UITP website search engine will also includes these references.
QUESTIONS?

Don’t hesitate to contact me
library@uitp.org