College of Europe
Collège d'Europe

LIBRARY TOOLKIT

2026/27

College of Europe
Natolin Library

Nowoursynowska 84
02-797 Warsaw
POLAND

www.library.natolin.eu

library.pl@coleurope.eu
tel: (+48 22) 54 59 440

Opening hours

Monday – Friday
08:00 – 19.00

Saturday
10.00 – 18.00

Borrowing a book

Books are kept in open stacks.

1. To locate a book, first search the Natolin Library Catalogue http://hip.coleurop.pl
2. Once you have identified a book, use the call number to find the book on a shelf

   Books with call numbers 00001-24999 are located on the 1st floor, 25000-… on the groung floor
3. Having found the book on the shelf, bring it to the Loan Desk

You can borrow up to 20 books at a time.
The loan period lasts 2 weeks.
Renew your loan as many times as you need, if it is not requested by other Library user.

Request checked out* item

1. Request it by clicking 'Request Item' in the right bottom corner of the bibliographic record (remember to be logged in)
2. System will display a window with the Request Confirmation
3. You will be notified once requested item is returned

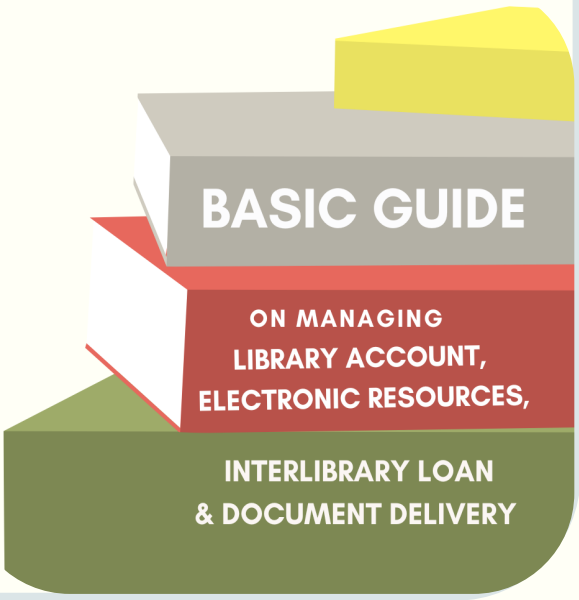
* Please use the 'Request Item' option only when all items for the particular title are Checked out. If any of items has an AVAILABLE status simply go to the shelf and consult that item - do not use a 'Request Item' option then!

Your library account

Logging to your account panel allows you to check books currently on loan to you, renew your loans and to request checked out* items. How to log in:

1. Enter Natolin Library Catalogue http://hip.coleurop.pl
2. Enter your borrower number (you will receive it at the Library circulation desk)
3. Enter your PIN (first use PIN is 1234)

Library Staff will be happy to assist You with any questions



When you want to find out if we have access to a particular e-book or e-journal

1. Enter the Natolin Library Catalogue http://hip.coleurop.pl
2. Click 'ePublication Finder
3. Input title of ebook/e-journal/ISBN/ ISSN

When you want to do your research by keyword / subject / title

1. Go to www.library.natolin.eu
2. Go to 'Electronic Resources'
3. Choose a specific database from the list and conduct your research directly on the platform.

Please note that the subscribed full text content will be accessible only on the Natolin campus.

If remote access is needed, check the instruction here or ask Librarian on duty.

Remote Access to e-Resources

1. Enter the website https://remotelib.coleurop.pl
2. Log in with your ID student card number (for students) or name (for staff) and your Intranet password.
3. Click icon 'Natolin Library'.
4. Click 'Electronic Resources' to search databases or enter 'Catalogue' to find e-books and Master Theses.

Please note that remote access to e-resources might be limited to some e-resources.

Access to e-Resources is valid till the end of retake session.

Interlibrary Loan (ILL) & Document Delivery

If you cannot find what you are looking for in Natolin Library, you can order it via Inter Library Loans Service (ILL), which is a service whereby a user of our library can borrow items (print books, journal articles, book chapters) from another library.

ILL obtains and delivers materials not owned by Natolin Library, through cooperative agreements with other libraries, including the one in Bruges.

Before placing an ILL request, check the Natolin Library Catalogue thoroughly to make sure the Natolin Library does not hold the material you need.

Placing an ILL request

You can place your ILL request via email: library.pl@coleurope.eu.

To proceed with your ILL request we will need information about the publication:

- The type of material (book, article, chapter, etc.)
- Author and title of publication
- Publisher or Journal name