



Library guide

Koblenz University Library

Opening hours

Monday to Friday
9.00 – 21.00

Service (loans, information etc.)

9.00- 18.00



Cloakroom / Lockers

Please leave your coats and bags in one of the lockers in our entrance area. These lockers require individual padlocks that can be obtained from our issue desk.

The terms of use are defined in the library regulations of the University of Koblenz-Landau libraries.



Our collections

Books	E-books
Journals	E-journals
Newspapers	Databases
Videos, DVD's, CD's, CD-ROM's	

On the **ground floor** / Campus level (=CAMKO) you will find, grouped in order of subject:

Journals
Reference books
Course collections

On the **first floor** , which is our open-access area (=FRHKO), books published and/or acquired in the years 1980 to 2001 are arranged by year and current number, whereas books dating after 2001 have been shelved in a roughly classified sequence. Books prior to 1980 can be ordered from our reserve collection.

Loans

Only registered users holding a library card may borrow books or other media from our library. You can apply for a library card by bringing your ID card (or your passport and a certificate stating your current address). Make sure you have your library card on you whenever you wish to borrow any items.

Loan period / Fines

The loan period for **books** is **four weeks** and can be renewed for a maximum of twelve weeks unless the item has been reserved, in the meantime, by another reader. **Bound journals** can be borrowed for a period of **two weeks** per volume. In that case, renewal is not possible. **Current issues of journals** are for reference only and are **not available for loan**. In order to avoid fines, please make sure to return your books in time.

In case of late returns, € 1.00 will be charged per overdue item/week.

E-mail messages

When you have placed an order and the media in question have arrived you will receive an e-mail asking you to collect them. Please check your e-mail address and let us know if any changes or corrections are necessary.

As a rule, you will also be notified via e-mail both before and after the loan period(s) have been exceeded. Please note that this service is provided on a voluntary basis. We accept no responsibility for the accuracy of this service. It does not relieve you from your obligation to keep track of your borrowings and to return or renew them in time. All overdue charges incurred will be payable, without regard to any e-mails received, or failed to receive, beforehand.

Undelivered e-mails will not be posted twice. So please make sure messages sent to your address will actually get to you.

Online-Catalogue (OPAC)

Excepting only a number of books acquired prior to 1980, our OPAC lists the **complete holdings** of the Koblenz and Landau university libraries.

Search here for books and titles of journals:

<http://aleph1.uni-koblenz.de/ALEPH/>

Journal articles are not recorded in our OPAC. Such records can be traced in the Digital Library ('Digitale Bibliothek') or in one of our databases. Feel free to ask our staff for any assistance you may need in your search.

User account

You can access your user account ('Benutzerkonto') via our OPAC. Just enter your **library card ID**, including all leading zeros, and as **password**, type in your **date of birth**, coded **DDMM**. If, for instance, you were born on May 4, 1989, your password will be 0405. You will now be able to check the items you have borrowed, and to renew their loan.

Bibliotheksausweisnummer:	<input type="text" value="00002677314"/>
Passwort:	<input type="password" value="...."/>
<input type="button" value="Login"/> <input type="button" value="Abbrechen"/>	

Renewals

Please try to renew your books some days in advance of the date due for return. All borrowable materials (other than bound volumes of journals) may be renewed for a maximum of twelve weeks unless the item has been reserved, in the meantime, by another reader

How to renew:

1. Log in at your user account
2. Click on the number following "Ausleihen" (below "Aktivitäten")
3. Select the items you want to renew by ticking the respective boxes
4. Click on "Markierte verlängern" (highlighted in light blue)

Requests / Reservations

You may **order** books and other media from our stacks or from the Landau branch library. E.g.:

	Signatur	Fälligkeitsdatum	Standort	Vorm.	Exemplarstatus
Vormerken/Bestellen <small>Anzeige</small>	Uwi 115-6	Im Regal	Freihandbereich Landau		ausleihbar 4 Wo

The 'Standort' shows you the book is located in our Landau branch. With '**Vormerken/Bestellen**' you can start a request by logging in at your user account and confirming the two subsequent messages with the 'OK' button. Please remember to log out afterwards, using "**Sitzung beenden**".

The book will take three to five weekdays to reach our library. Books and other media ordered from our stacks ('Standort': 'Magazin Koblenz' or 'Tonträgermagazin Koblenz') will be available within three to six hours. You will receive a notice via e-mail when the item has arrived. Please collect it within a period of **seven days**.

In case an item is currently on loan you may place a reservation. In the example,

	Signatur	Fälligkeitsdatum	Standort	Vorm.	Exemplarstatus
Vormerken/Bestellen <small>Anzeige</small>	EK/E 2009 5656	28/09/10	Freihandbereich Koblenz		ausleihbar 4 Wo

the book is on loan until September 28, 2010. To reserve this book, click on '**Vormerken/Bestellen**'. Log in at your user account, and confirm the two subsequent messages with the 'OK' button. Again, please do not forget to log out ('**Sitzung beenden**').

As soon as the book or medium has been returned you will receive an e-mail asking you to collect your reserved item at the issue desk. Please do so within **seven days**.

Cancelling reservations

It may occur that you have reserved a book but find out later on that you will not need it. We kindly ask you to cancel your reservation in such cases.

1. Log in at your user account
2. Click on the number following 'Vormerkungen' (below 'Aktivitäten')
3. Click on the number of the reservation you want to cancel
4. Delete by clicking on the button 'Löschen'

As always, please log out using '**Sitzung beenden**'.

OPAC

Some details about 'Einfache Suche' (Basic search)

This is the standard search option preset in our OPAC. It allows you to search in all bibliographic categories. Try this option if you have a specific book in mind and know its title (and, possibly, the author). You can then check quite easily if this book is available in our library.

Enter your search terms in the field 'Geben Sie ein Wort oder eine Wortfolge ein:' (Type word or phrase). The system is case insensitive, that means it makes no difference whether you use small or capital letters. The terms are automatically combined by AND.

Einfache Suche

Geben Sie ein Wort oder eine Wortfolge ein	<input type="text"/>
Feld	Alle Felder
Exakte Wortfolge?	<input checked="" type="radio"/> Nein <input type="radio"/> Ja
Datenbank	Katalog KO + LD
<input type="button" value="OK"/> <input type="button" value="Verwerfen"/>	

'**Feld**' (Field to search) allows you to narrow down your search to specific categories.

'Alle Felder' means that your search terms can appear in all categories.

Alternatively, you may choose, among others:

'Titelstichwort' (Search by keyword)

'Verfasser' (Author)

'Schlagwort' (Subject heading)

ISBN

'**Exakte Wortfolge?**' (Words adjacent?) asks you to choose if you want to search by word or by phrase. If your answer is 'Ja' (=Yes), the results must contain your search terms in the exact order in which you have entered them. Otherwise, all records containing your search terms will be shown, irrespective of word order.

In '**Datenbank**', you can select the sub-catalogs you want to search:

For global researches in the catalogs of both the Koblenz and the Landau branch, select 'Katalog KO + LD'

Select 'Katalog Koblenz' if you want your search to be restricted to the local holdings.

'Katalog Landau', on the other hand, is the catalog of the Landau collections.

Periodical publications such as journals are recorded in 'Zeitschr.-Kat. KO + LD', which is our joint catalog of periodicals, comprising both the Landau and the Koblenz holdings.

Research example:

You are looking for the book "How to write a thesis" from Rowena Murray. Please type in:

Einfache Suche

Geben Sie ein Wort oder eine Wortfolge ein	<input type="text" value="write thesis murray"/>
Feld	Alle Felder
Exakte Wortfolge?	<input checked="" type="radio"/> Nein <input type="radio"/> Ja
Datenbank	Katalog KO + LD
<input type="button" value="OK"/> <input type="button" value="Verwerfen"/>	

You will get the full bibliographic data of the item:

Vollanzeige des Titels

Format wählen: [Standardformat](#) [Katalogkarte](#) [Feldnamen](#) [Feldnummern](#)

Satz 1 von 1

1. Autor	● Murray, Rowena
Titel	● How to write a thesis
Verfasserang.	Rowena Murray
Ausgabe	2nd ed., repr.
Ort	Maidenhead
Verlag	● Open Univ. Pr.
Jahr	2008
Umfang	XVIII, 301 S.
Unaufgegl. FN	Includes bibliographical references and index. - Previous ed.: 2002
ISBN	0-335-21968-3 (pbk) : £17.99 978-0-335-21968-1
Subject Headings	Academic writing Dissertations, Academic Authorship
Gesamtbestand	Alle Exemplare
Exemplar-Infos	Zweigst.: RL001, Standort: FRHKO, Signatur: D/T 2007 3910(2) 
Exemplar-Infos	Zweigst.: RL002, Standort: FRHLD, Signatur: all 170-51 
Lok. Not.	● all 170 lan ● DI 938 kob ● AL 075 kob

Now please click on "[Alle Exemplare](#)"

You will get this view:

	Signatur	Fälligkeitsdatum	Standort	Vorm.	Exemplarstatus
Vormerken/Bestellen Anzeige	all 170-51	Im Regal	Freihandbereich Landau		ausleihbar 4 Wo
Vormerken/Bestellen Anzeige	D/T 2007 3910(2)	Im Regal	Freihandbereich Koblenz		ausleihbar 4 Wo

It is only now that you learn

... in which collection the book can be found (open access, reserve, media stacks or others): 'Standort' (location)

... where the book is located on the shelf: 'Signatur' (call number)

... if it is currently out on loan: 'Fälligkeitsdatum' (Due date)

... if so, whether it has been reserved for a third user: 'Vorm.' (Reservation)

... if it is available for loan at all, and if so, for what period: 'Exemplarstatus' (Item status)

In the above case, the book is available in both branch libraries, Koblenz and Landau, and each copy is to be found in the open-access area ('Freihandbereich'). None is currently out on loan. So you may directly make a note of the 'Signatur' (call number), find the 'DI' among the classified shelves on the first floor and help yourself to the local copy.

Some useful choices in the upper menu

'Anmelden' (Sign-in)

Standard search function does not require a login.

As a registered user, you need to login here

... if you want to check your user account

... if you want to 'renew' items (extend the loan period)

... if you want to order items from our stacks or from the Landau library

... if you want to make a reservation.

In order to sign in, please enter

'**Bibliotheksausweisnummer**':

The complete ID number printed on your library card;

'**Password**':

Your date of birth, following the pattern DDMM (September 13, 1976 -> 1309)

‘Indexsuche’ (Index search)

Here you can scroll a number of alphabetical lists such as ‘Verfasser’ (Author), ‘Titelanfang’ (First words of title), ‘Verleger’ (Publisher), and others. This can be helpful in cases when you cannot find a book because your source information is insufficient. Let us imagine, for instance, that you are looking for a book called “In the land ...,” but you fail to remember the full title. In this case, the index called ‘Titelanfang’ will lead you to all records in which the title begins with these words.

‘Sitzung beenden’ (Log-out)

... is included here to remind you always to log out when you have finished working in your user account.

‘Suche’ (Search)

This will take you back to the basic or standard search.

‘Benutzerkonto’ (User account)

Having identified yourself, you can access your user account and check your current loans or renew them.

‘Ergebnisliste’ (Results list)

This will take you back to the title list resulting from your preceding search, beginning with the title that has been called up most recently. You can go back to the top of the list by entering ‘1’ in the field ‘Gehe zu #’.

‘Einstellungen’ (Display options)

Allows you to define the layout of the records on your screen.

‘Suchverlauf’ (Previous searches)

This gives you an overview of your previous searches and their results. You may combine these sets to form new search requests.

‘Meine Titel’ (My e-shelf)

Here you may select titles from a list of your search results and save them temporarily in your personal e-shelf by using the button ‘Zu meinen Titeln’. From the e-shelf, you can then e-mail the full catalog entry to your own address. This will save you much bibliographical work.

Koblenz University Library

<http://www.uni-koblenz-landau.de/bibliothek/koblenz>

If you have any questions don’t hesitate to ask our staff at the issue/information desk or sent your questions via Email to

bibliothek@uni-koblenz.de

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26.10.2011 *Effective informations can be found on our Homepage.*