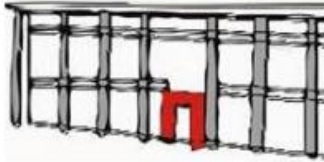




Library guide

Koblenz University Library



Cloakroom / Lockers

Please leave your 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 reserve / Course collections

On the **first floor** , which is our open-access area (=FRHKO), books published and/or acquired in the years 1993 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 1993 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 using the online form and 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, € 2.00 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

Our Online-Catalogue lists the **complete holdings** of the Koblenz and Landau university libraries.

Search here for books and titles of journals and please choose the English version:

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

 [English](#)

Journal articles are not recorded in our Online-Catalogue. 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 via our Online-Catalogue. Just enter your **library card ID**, including all leading zeros, and as **password**, type in your **personal password or date of birth**, coded **DDMM**. If, for instance, you were born on May 4, 1989, your password will be 0405. Now you will be able to check the items you have borrowed, and to renew their loan.

Sign in as a library user:

Library Card No.:	<input type="text" value="00000013211"/>
Password:	<input type="password" value="...."/>
<input type="button" value="Log On"/>	<input type="button" value="Cancel"/>

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 '**Loans**'
3. Click on '**Renew All**'

And if the renewal was successful, you will see the new due date.

Requests / Reservations

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

	Call number	Due date	Floor plan	Location	Requests	Item status
Request	mat 5-515	On Shelf	Where is it?	Open Access Landau		Loan 4 weeks

'Location' shows you the book is located in our Landau branch. With 'Request' you can order the book by logging in with your user account and confirming the two subsequent messages with the 'OK' button.

Please remember to log out afterwards, using '**End Session**'.

The book will take three to five weekdays to reach our library. Books and other media ordered from our stacks ('Location': 'Stacks Koblenz' or 'Audio Stacks 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,

	Call number	Due date	Floor plan	Location	Requests	Item status	D
Request	99/995	15/04/16	Where is it?	Open Access Koblenz		Loan 4 weeks	

the book is on loan until April 15. 2016. To reserve this book, click on '**Request**'. Log in at your user account, and confirm the two subsequent messages with the 'OK' button.

Again, please do not forget to log out ('**End Session**').

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 pick-up shelf.

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 **'Hold Requests'**
3. Click on the reservation you want to cancel
4. Delete by clicking on the button **'Delete'**

As always, please log out using **'End Session'**.

Online-Catalogue

Some details about Basic search

This is the standard search option preset in our Online-Catalogue. 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 **'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.

Basic Search

Type word or phrase	<input type="text"/>
Field to search	All Fields ▾
Words adjacent?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Database to search	Catalogue ▾
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

'Field to search' allows you to narrow down your search to specific categories.

'All Fields' means that your search terms can appear in all categories.

Alternatively, you may choose, among others:

'Title keyword'

'Person'

'Subject heading'

'Words adjacent?' asks you to choose if you want to search by word or by phrase. If your answer is '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 **'Database to search'**, you can select the sub-catalogues you want to search:

For global researches in the catalogues of both the Koblenz and the Landau branch, select **'Catalogue'**

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

'Catalogue Landau', on the other hand, is the catalogue of the Landau collections.

Periodical publications such as journals are recorded in

'Journal Catalogue KO+LD', which is our joint catalogue 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:

Basic Search

Type word or phrase	write thesis murray
Field to search	All Fields ▾
Words adjacent?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Database to search	Catalogue ▾
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

You will get the full bibliographic data of the item:

Full View of Record

Format wählen: [Standard format](#) [Catalogue Card](#) [Citation](#) [Name tags](#) [MAB2 tags](#)

Record 2 out of 2

1st Person/Family	• Murray, Rowena
Main Title	• How to write a thesis
Responsibility	Rowena Murray
Edition	2nd ed., repr.
Place of Publ.	Maidenhead
Publisher	• Open Univ. Pr.
Year of Publication	2008
Extent of Item	XVIII, 301 S.
General Notes	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
Subject	• all 170 lan • DI 938 kob • AL 075 kob
Subject description	• Technik des geistigen (insbesondere wissenschaftlichen) Arbeitens. Erarb • Technik des wissenschaftlichen Arbeitens • Technik des wissenschaftlichen Arbeitens
Holdings Library	Koblenz
Holdings Library	Landau
Complete Holdings	All items
	978-0-335-21968-1

Now please click on **"All items"**

You will get this view:

	Call number	Due date	Floor plan	Location	Requests	Item status	D
Request	all 170-51	On Shelf	Where is it?	Open Access Landau		Loan 4 weeks	
Request	DI/T 2007 3910(2)	On Shelf	Where is it?	Open Access Koblenz		Loan 4 weeks	

It is only now that you learn

... in which collection the book can be found (Open Access, Stacks or others)

... where the book is located on the shelf: **'Call number'**

... if it is currently out on loan: **'Due date'**

... if so, whether it has been reserved for a third user: **'Requests'**

... if it is available for loan at all, and if so, for what period: **'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. None is currently out on loan. So you may directly make a note of the **'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

'Account login' (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 your

'Library Card No.':

The complete ID number printed on your library card;

'Password':

Your personal password or

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

'End Session' (Log-out)

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

'Preferences' (Display options)

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

'Search'

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

'Browse' (Index search)

Here you can scroll a number of alphabetical lists such as 'Person' (Author), 'Title starts with' (First words of title) 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 'Title starts with' will lead you to all records in which the title begins with these words.

'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 'Jump to #'.

'Previous searches'

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

'My books'

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 , ,Add to My e-Shelf'. From the e-shelf, you can then e-mail the full catalogue entry to your own address. This will save you much bibliographical work.

Koblenz University Library

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

10_2018 Effective information can be found on our Homepage.