UNIVERSITY LIBRARY KOBLENZ

Introduction to the Library
Online Catalogue / OPAC

Our Online-Catalogue 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 Online-Catalogue. Such records can be traced in the Digital Library (‘Digitale Bibliothek’) or in one of our databases.
The Digital Library is our gateway to licensed and tested free electronic resources and it offers users a portal that makes searching the e-resources easy.

The University Library has organized the resources into pre-selected, searchable sets of databases which can be searched together. The electronic bibliographies and fulltext archives in the Digital Library are a particularly useful tool for locating essays and articles.

Licensed electronic resources may only be accessed by computers on the Campus Network. Members from this university can log on to the Campus Network via VPN.

If an item cannot be located in our library catalogue you can request it via the interlibrary loans service. To do so you must locate the book using the Digital Library search engine.
Course reserve / Semesterapparate

- The Course reserve contains stock in high demand, typically reading list material
- Bookshelf Order:
  Faculty ➔ study course ➔ Lecturer
- for reference only
- Books of the Course reserve can only be borrowed over the weekend (from friday afternoon to monday morning)
- E-Books in the Course reserve
Journals / Zeitschriften

- Sorted by subject
- Current issues are for reference only
- Bound journals can be borrowed for a period of two weeks per volume
- 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.
Reference books / Präsenzbestand

- Dictionaries ...
- Sorted by subject
- for reference only
open-access area / Freihandbereich

- 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.
  
  Call number example:
  97/1245

- Books dating after 2001 have been shelved in a roughly classified sequence.
  
  Call number example:
  BI/G 2014 1256
1) Imagine you have to write a paper about: environmental chemistry
In which subject area would you search?
What is the shortcut for the right subject and which subcategory would you choose?

2) Please go to the shelf and bring a book with the right content.

1) Please find the book: Introducing phonetic science written by Michael Ashby
2) Where in the library can you find it?
3) What other possibilities are there to work with this book?

1) Please find the dictionary of geography written by Susan Mayhew and bring it with you.
library card / Bibliotheksausweis

- To get a library card you need to register. Please fill in the form at the circulation desk. Then show your passport and your student I.D. card at the circulation desk and we will hand out the library card to you.

- You can access your user account (‘Benutzerkonto’) via our Online-Catalogue. 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. Now you will be able to check the items you have borrowed, and to renew their loan.
<table>
<thead>
<tr>
<th>Opening hours</th>
<th>Information desk</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9:00 - 17:00</td>
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<tr>
<td>Tuesday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
<td>9:00 - 15:00</td>
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Borrowing and Returning books

• 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.
• In case of late returns, € 1.00 will be charged per overdue item/week.
• You can check out books at the circulation desk or at the self-check machine.
• You can return books at the circulation desk or you can put them in the return box.
Ordering books

- You may order books and other media from our stacks or from the Landau branch library.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Due date</th>
<th>Floor plan</th>
<th>Location</th>
<th>Requests</th>
<th>Item status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td></td>
<td></td>
<td>Open Access Landau</td>
<td>Loan 4 weeks</td>
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<td>Request</td>
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<td>Stacks Koblenz</td>
<td>Item to order</td>
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<td>Kap 1578</td>
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- The ‘Location’ shows you that the book is located in our Landau branch. With ‘Request’ you can start a request by logging in with your user account and confirming the two subsequent messages with the ‘OK’ button.

- 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 from our collection shelf within a period of seven days.
Photocopying and scanning

- Photocopying Room on the ground floor
- Color copies are possible
- You can pay in cash or with the student card (chip card)

- Bookscanners can be used for free, with almost any storage device
- You can find one near the stairs and one near the elevator
Electronic Resources

• Many books and journals are also available as E-Books or E-Journals.

• You have automatic access from every computer on the campus.

• To get access from your home, you have to connect your computer with the university net with the username and password you got from the Computer Centre.

• E-Books and E-Journals can be found in our Online Catalogue [Elektronische Ressource] or [Online-Ressource].
Study room

- Group study rooms can be found on the ground floor near the elevator
- Single study rooms (Study Carrels) are situated on both sides of the floors
General information

• 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, or you can bring your own padlocks.

• Eating is generally not permitted in the library, but it’s allowed to bring something to drink in a bottle or in a covered mug.

• If you have any questions don’t hesitate to ask our staff at the information desk or send your questions via Email to bibliothek@uni-koblenz.de
THANK YOU FOR YOUR ATTENTION!

Information:

Tel.: (0261) 287-1440 / 41

Email: bibliothek@uni-koblenz.de