

# UNIVERSITY LIBRARY KOBLENZ

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## 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.

**Catalogue**

 UNIVERSITÄT KOBLENZ · LANDAU	<a href="#">Account login</a>		<a href="#">Logout</a>		<a href="#">Preferences</a>		<a href="#">Interlibrary Loan</a>	
	<a href="#">Search</a>		<a href="#">Browse</a>		<a href="#">Results List</a>		<a href="#">Previous Searches</a>	

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<a href="#">Basic Search</a>	<a href="#">Advanced Search</a>
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**Basic Search**

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

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**Limit search to:**

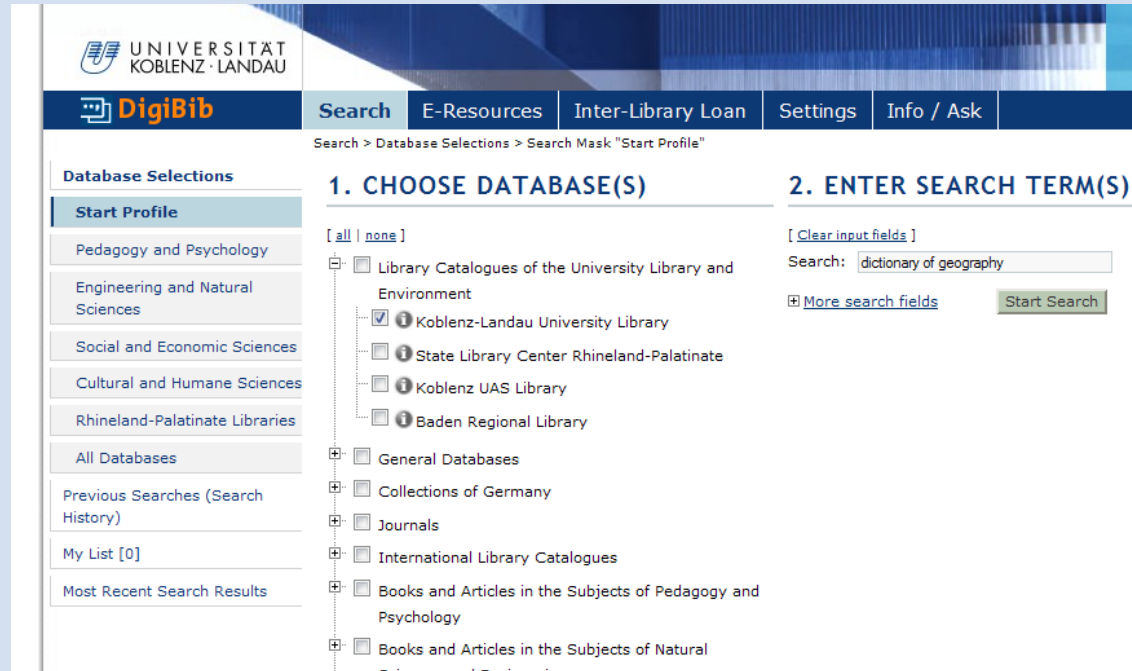
Year:	<input type="text"/>	yyyy (Use ? as wildcard)
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# Digital Library / Digitale Bibliothek

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](#).



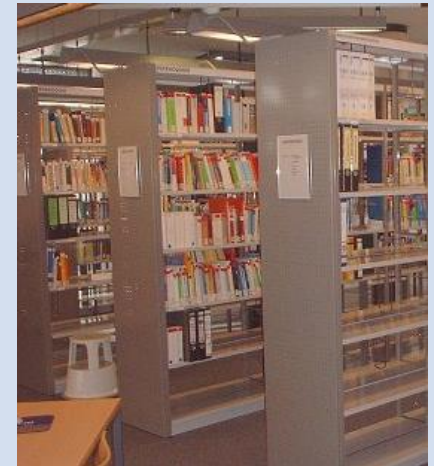
The screenshot shows the DigiBib search interface. At the top, there is a navigation bar with the university logo and name, and menu items for Search, E-Resources, Inter-Library Loan, Settings, and Info / Ask. Below the navigation bar, there is a search bar with the text "Search > Database Selections > Search Mask 'Start Profile'". The main content area is divided into two columns. The left column, titled "Database Selections", contains a list of categories: Start Profile, Pedagogy and Psychology, Engineering and Natural Sciences, Social and Economic Sciences, Cultural and Humane Sciences, Rhineland-Palatinate Libraries, All Databases, Previous Searches (Search History), My List [0], and Most Recent Search Results. The right column, titled "1. CHOOSE DATABASE(S)", contains a list of databases with checkboxes and radio buttons. The "Koblenz-Landau University Library" is selected. Below this, there is a section titled "2. ENTER SEARCH TERM(S)" with a search input field containing "dictionary of geography" and a "Start Search" button.

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
- [E-Books in the Course reserve](#)



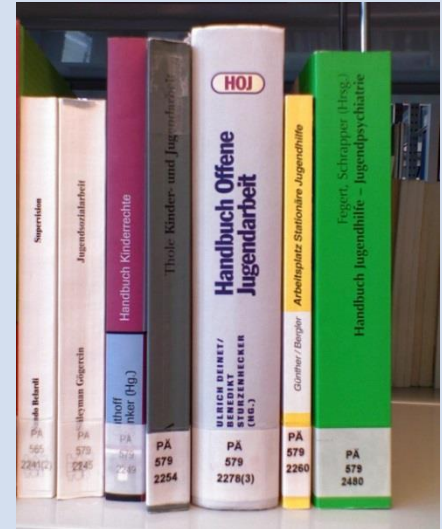
## Journals / Zeitschriften

- 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



Signatur	Fälligkeitsdatum	Lageplan	Standort	Vorm.	Exemplarstatus
EN 002 1761	Im Regal	<a href="#">Wo steht's?</a>	Campus-Ebene Koblenz		Präsenzbestand

Call number	Due date	Floor plan	Location	Requests	Item status
EN 002 1761	On Shelf	<a href="#">Where is it?</a>	Ground floor Koblenz		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 1996 to 2001 are arranged by year and current number

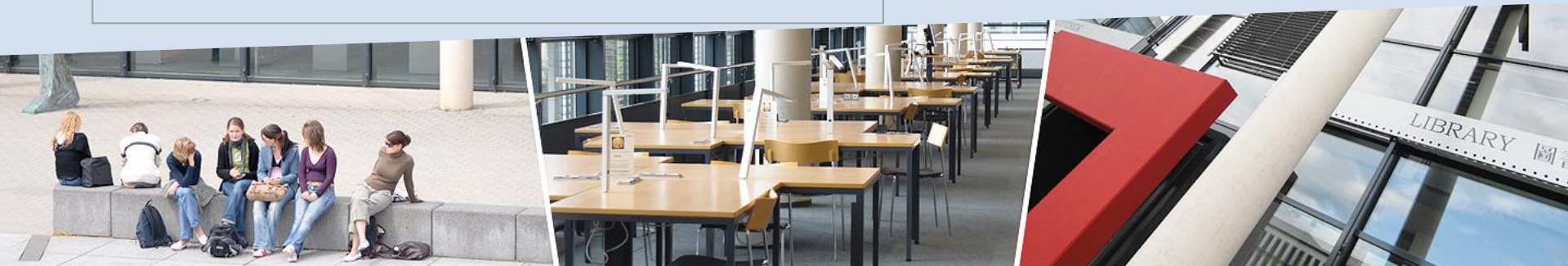
Call number example:

97/1245

- Books dating after 2001 have been shelved in a roughly classified sequence.

Call number example:

BI/G 2014 1256



# library card / Bibliotheksausweis

- To get a library card you need to register. Please fill in the online form (access via Homepage). Then show your passport and your student I.D. card at the circulation desk and we will activate your studentcard.

## User Account for Tornado, Toni

**Activities** (select link for more information, to renew loans, delete hold requests, and more)

Loans	0
Loan History List	<a href="#">11208</a>
Hold Requests	0
Cash Transactions	0.00

Sum to pay for overdue items: 0.00

Interlibrary Loan Requests total	<a href="#">2</a>
Interlibrary Loan Active Requests	<a href="#">0</a>
Interlibrary Loan Requests completed	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>

## Blocks and Notes

**Not permitted to update addresses.**

Address (1)	Toni Tornado
	Bahnhofstr. 5
	12345 Musterhausen

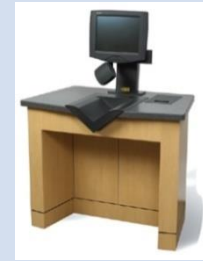
- You can access your user account ('Benutzerkonto') via our Online-Catalogue. Just enter your matriculation number and type in your personal password. Now you will be able to check the items you have borrowed, and to renew their loan.





## 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, € 2.00 will be charged per overdue item/week.
- You can check out books at the circulation desk or at the self-service machines.
- Fees can be payed at the pay machine with your studentcard.
- 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.

	Call number	Due date	Floor plan	Location	Requests	Item status
<a href="#">Request</a>	deu 82-127a	On Shelf	<a href="#">Where is it?</a>	Open Access Landau		Loan 4 weeks
<a href="#">Request</a>	Kap 1578	On Shelf	<a href="#">Where is it?</a>	Stacks Koblenz		Item to order

- 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 with the student card (chip card)
- Bookscanners can be used for free, with almost any storage device



# 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]

**Full View of Record**

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

**Record 1 out of 1**

1st Person/Family	• <a href="#">Busse, Dietrich</a>
2nd Person/Family	• <a href="#">Teubert, Wolfgang [editor]</a>
Main Title	• <a href="#">Linguistische Diskursanalyse: neue Perspektiven</a>
Carrier Type	Elektronische Ressource
Responsibility	herausgegeben von Dietrich Busse, Wolfgang Teubert
Place of Publ.	Wiesbaden
Publisher	• <a href="#">Springer Fachmedien Wiesbaden</a>
Year of Publication	2013
Extent of Item	X, 421 S. 22 Abb., 1 Abb. in Farbe
1st Series + Numb.	• <a href="#">Interdisziplinäre Diskursforschung</a>
ISBN	978-3-531-18910-9
Specific Material	Online-Ressource;
<b>External URL</b>	<a href="#">Link: Resolving-System</a>
Subject Headings	Social sciences
1st Chain of SHs	• <a href="#">/ Linguistik</a> • <a href="#">/ Diskursanalyse</a> • <a href="#">/ Aufsatzsammlung</a>
Holdings Library	<a href="#">Koblenz</a>
Complete Holdings	<a href="#">All items</a>

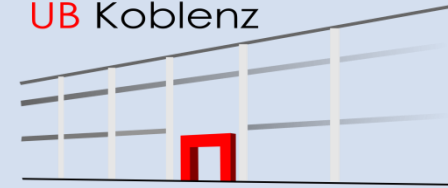
#	Author	Title
<a href="#">1</a>	<input type="checkbox"/> Busse, Dietrich	<a href="#">Linguistische Diskursanalyse: neue Perspektiven [Elektronische Ressource] . - herausgegeben von Dietrich Busse, Wolfgang Teubert</a>



## General information

- 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, 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](mailto:bibliothek@uni-koblenz.de)





IF YOU HAVE ANY QUESTIONS,  
PLEASE CONTACT US VIA EMAIL!

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Information:

Tel.: (0261) 287-1440 / 41

Email: [bibliothek@uni-koblenz.de](mailto:bibliothek@uni-koblenz.de)

