University library for beginners

universität koblenz
weiter:denken

The most important information on the start

What can I find and where?

Open stacks area

Books with year of acquisition

1996 – 2001

(Location: open stacks area numeric)

set up according to years:

99/1010

Books with year of acquisition

2002 and later

(Location: open stacks area)

systematic classification

PÄ/G 2007 1685

on the first floor
loanable (4 weeks)
renewable (up to 12 weeks)

Journals

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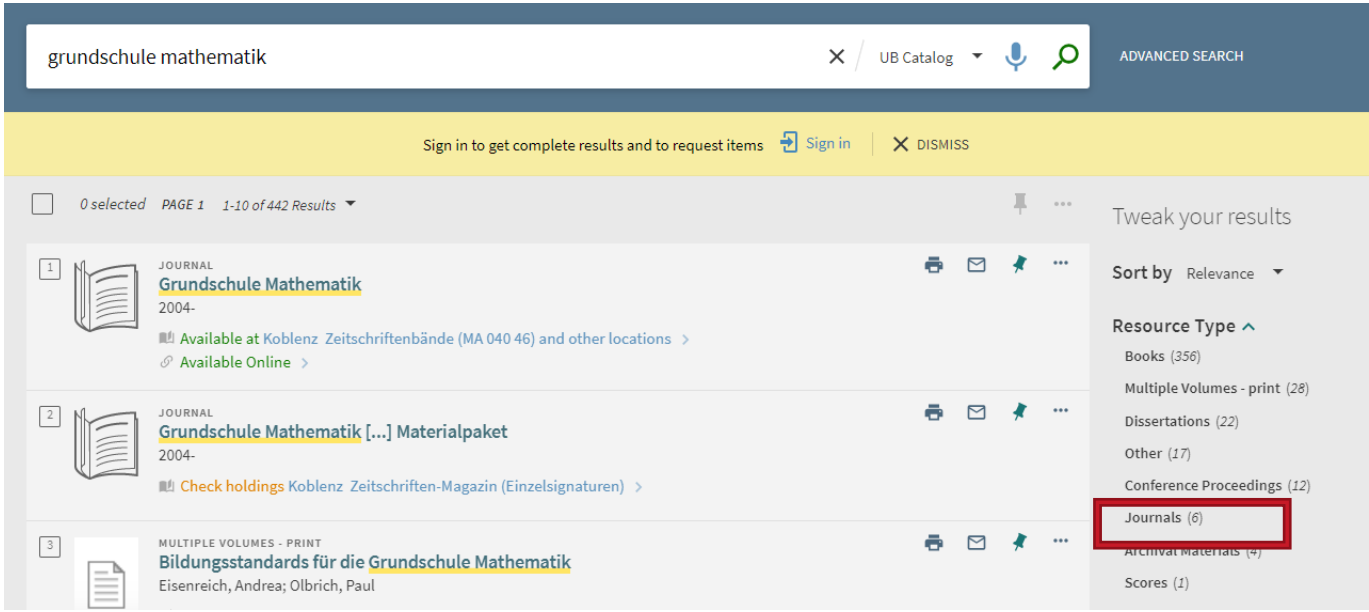
In our katalogPLUS you will find magazines, newspapers and series. For a targeted search for magazine titles, the corresponding Resource Type
“Journals"
can be used as a filter.

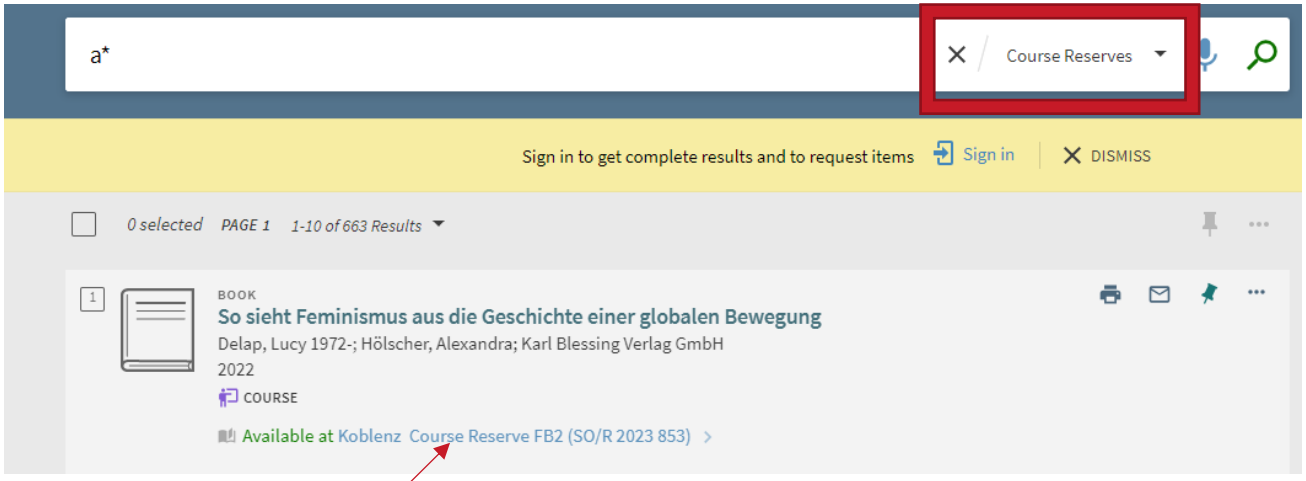
sorted by subject

current issues and older volumes are not available for loan

Under the search scope **UB Catalog and articles +** You can also find articles, Proceedings and reviews



Course Reserve



View in the online catalogue

The Course Reserve contains stock in high demand, typically reading list material

Bookshelf Order:

Faculty → study course → Lecturer

for reference only

Reference books

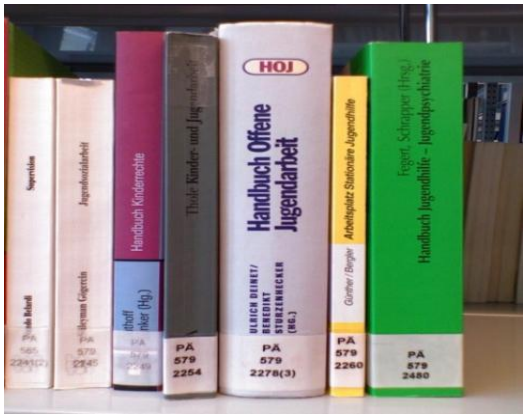
UB Koblenz

on the campus level directly next to the circulation desk

Dictionaries …

Sorted by subject

for reference only



Stacks

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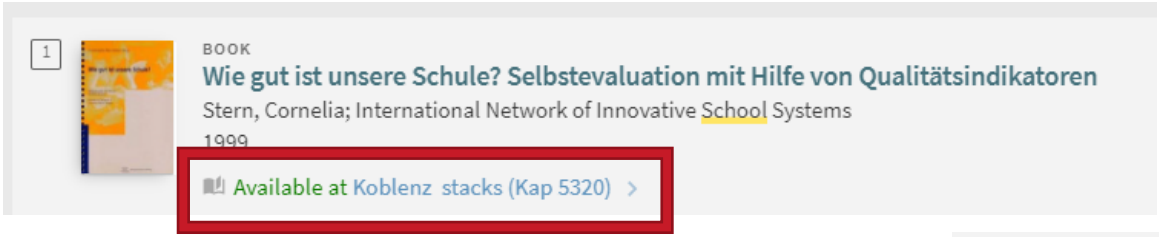


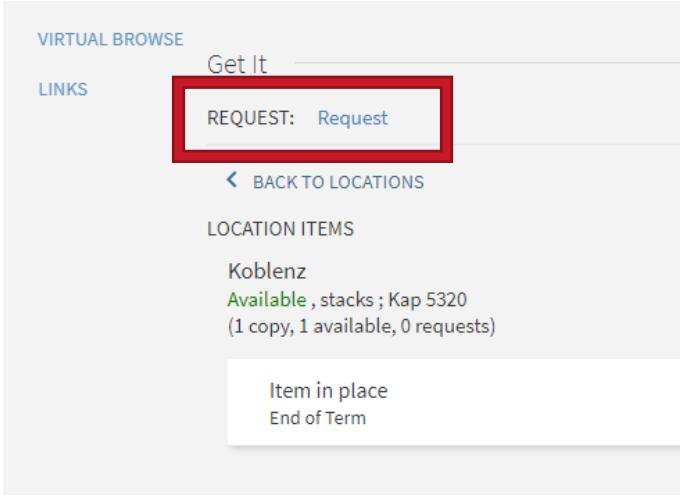
You may order books and other media from our stacks. (katalogPLUS)

With ‘Request’ you can start a request by logging in with your user account.

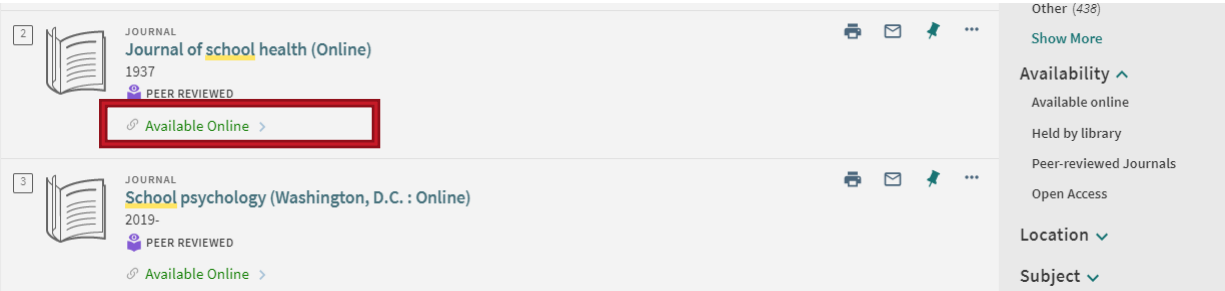
Books and other media ordered from our stacks (‘Location’: ‘stacks’ or ‘audio video stacks’) will be available within three to six hours. You will receive a notice via e-mail when the item has arrived.

Please collect it from our collection shelf within a period of seven days.

Please note: Deliveries from the ESS off-site stacks are made every Wednesday.



E-ressources



E-books, and e-journals are displayed in the online catalogue with “Available Online”.

You basically have three options for accessing e-books, databases and e-journals

- You are at a computer on campus or connected to the W-LAN on campus.
- You connect your computer from home via VPN.
- You use the login with your university email address via Shibboleth

If you do not belong to Koblenz University, you will not have access from outside.

Many books, journals and databases are available online campus-wide.

Our portals for :

- Databases DBIS
- E-Journals EZB

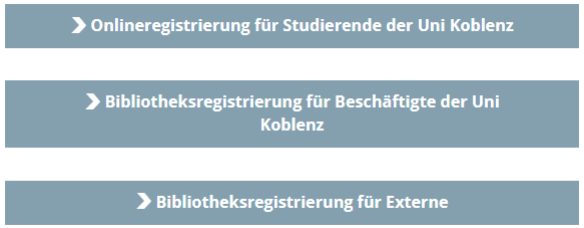
Foto: Colourbox.de

Information about using the library

Library card

UB Koblenz

Registration for students via the online form on the homepage



After your onlineregistration you can have your Studicard activated during library service hours as a library card with us at the circulation desk.

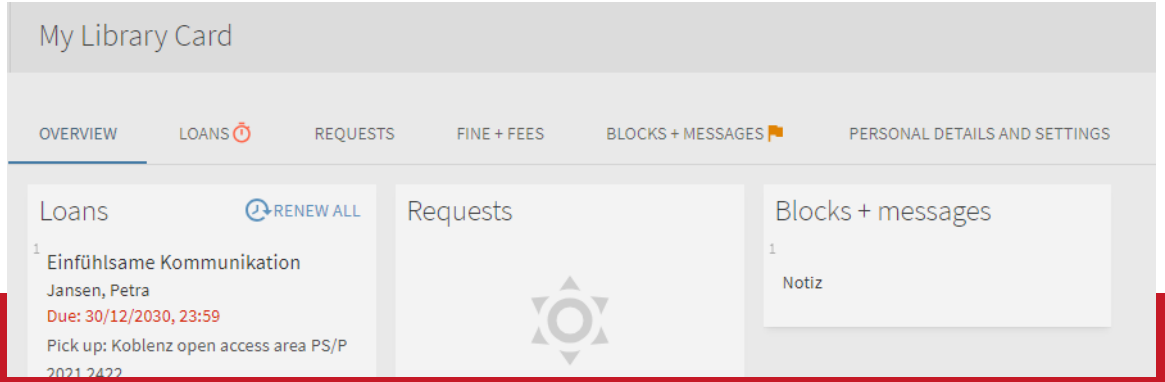
Registration is free of charge.

For students, the library number is the matriculation number.

Password is the password you chose when registering online

You can sign in to katalogPLUS an under “My Library Card” you can:

- view and renew your loans
- check your fines and fees
- change your address and password



Borrowing

UB Koblenz

During service hours, you can borrow media and books in person at the circulation desk or via the self-checkout counters.
After that, you can only borrow books via our respective self-checkout counters.
You can borrow books for four weeks, bound periodicals for a two weeks.

Please monitor your loan periods regularly via your user account in the online catalog.

You will receive a reminder email shortly before the loan period expires. This service is an additional offer and usually works well. However, if there are technical problems with the delivery of the mail, this does not release you from the obligation to observe your return deadlines.

Renewals

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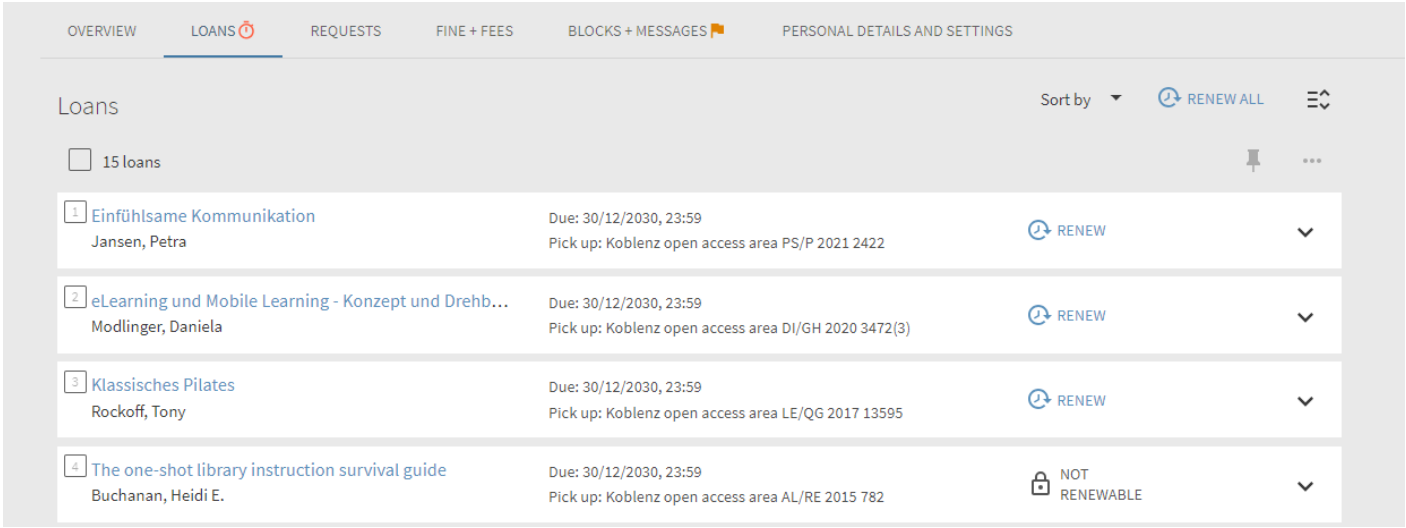
You can renew borrowed items via your library account (katalogPLUS) until the maximum number of borrowing days (84 days or 12 weeks) has been reached, if they are not reserved by another user.



Check whether the loan period has really been extended and check the error messages.

You can then see the new loan period in your loans.

Returning

UB Koblenz

During our service hours, you can return books and other media directly at the circulation desk.
After service hours, you can place books in the red, automated return shelf next to the circulation desk. These books will then be immediately checked out of your library account.
You can place special media in the return cart next to it. These items (interlibrary loans, etc.) will be checked out on the next business day for the day they were returned.

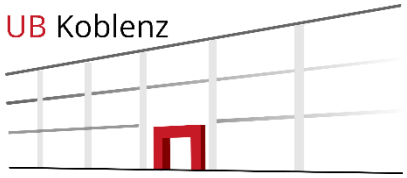
opening hours

Monday–Friday	09:00 a.m.–10:00 p.m.
Saturday	11:00 a.m.–10:00 p.m.
Sunday	11:00 a.m.–04:00 p.m.

Outside of opening hours, you can also return books and DVDs by placing them in the return box at the library's staff entrance.
Please note that these items will not be checked back in until the next day the library is open, and will be recorded as returned on the date they were placed in the box.

If you return items late or place them in the book return carts after hours, you may be charged a fee.

Fees



Late fees

Our lending system charges € 2.00 per week and item. For late returns from special holdings in Koblenz, such as reference holdings or books form the course reserve, € 2.00 per day and item will be charged.

During opening hours, fees can be paid at the automatic pay station with the Studicard or the library card. The recharging machine is located in the entrance area of the library.

For each interlibrary loan order you need a transaction number (TAN), which you can purchase at the check-out counter for 3 €, reduced rate 1,50 € (students...). This is a processing fee that also applies if the order cannot be delivered.

For non-university members (external users, guest students ...) there is a one-time registration fee of 12.00 € and an additional fee of 8 € for the issue of the chip card, which serves as a library card and enables cashless payment transactions in the library.

Copying and scanning

UB Koblenz

The copy room is located on the ground floor.

Colour copies and DIN A3 copies are possible.

You pay for copies or printouts by UniCard or library card.

There are two book scanners available.
Please bring a USB stick for scanning.
Or you can connect your laptop to the scanner's Wi-Fi and scan and save via your laptop.

Workspaces

UB Koblenz

Working in groups is possible in the area behind the atrium on the campus level.
The spaces cannot be reserved.

Carrels are available on the sides of the library on both floors, which can be used by individuals for quiet work.

… and a few more rules

UB Koblenz

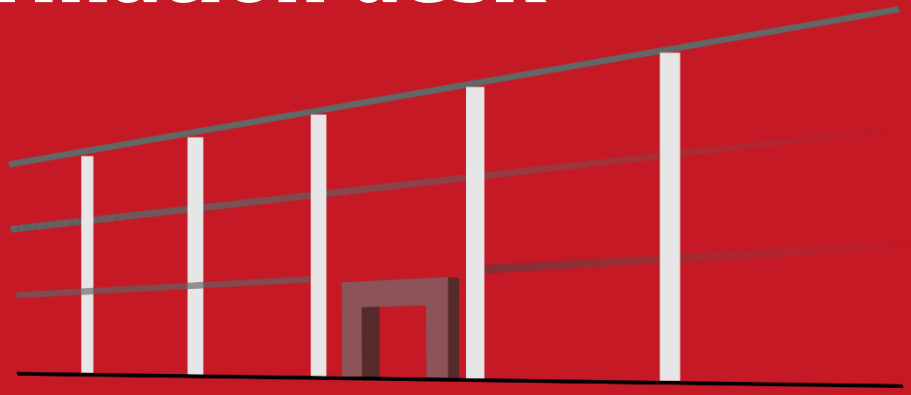
Drinks may be brought into the library in sealed or resealable containers.
Bringing food into the library is not allowed.

Talking on mobile phones in the library is not allowed.

Bags, backpacks, umbrellas, luggage and similar items may not be taken into the library.
Please use the lockers.

If you have any questions, please contact the staff at the information desk

or you can reach us at:

Phone: (0261) 287-1440 / 41

Mail: bibliothek@uni-koblenz.de