

### Access to the electronic holdings of the University Library

Once you log on with your personal login, you have access to the complete holdings of the databases, e-books and e-journals licensed to the University Library Weimar (see info brochures 05 and 16) on the university computers.

### Library training and e-tutorials

On request, we offer library tours and a comprehensive range of training courses for researching literature and the use of literature administration programs. On our website, you also have access to our Bibclips®, the self-produced E-Tutorials of the University Library ([www.uni-weimar.de/ub/bibclips](http://www.uni-weimar.de/ub/bibclips)).

### Further information

On our website and in our newsletter we offer additional information about new services, current developments, and upcoming events (subscribe to the newsletter at [uni-weimar.de/ub/newsletter](http://uni-weimar.de/ub/newsletter)). We also offer numerous info brochures on a range of topics.

### Legal guidelines

The legal basis for the use of the University Library are the Conditions of Use for the Library of the Bauhaus-Universität Weimar, which is publicly available, and also available online ([www.uni-weimar.de/ub](http://www.uni-weimar.de/ub)), as well as the Thuringian administrative fees guideline for university libraries in its current valid version.

Dated: April 2016

### Opening times

Neubau and Limona (Steubenstraße 6/8)  
(Mo–Fr, 9 am–9 pm, Sa 10 am–4 pm)  
Branch Library Building Materials/Natural Sciences  
(Coudraystraße 7)  
(Mo–Th, 9 am–6 pm, Fr 9 am–4 pm)

### Contact

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### Address

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[www.uni-weimar.de/ub](http://www.uni-weimar.de/ub)

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## Information for guest users



University Communications, chemp – 2016 – photo: Tobias Adam

Bauhaus-Universität Weimar

University Library

The University Library not only provides members of the Bauhaus-Universität with literature, but also acts as a publicly accessible academic library. Our online catalog can be used worldwide from any computer with an Internet connection.

### **Registration and library account**

Media may only be borrowed following registration with the library. To register, please present a valid form of personal identification or a passport and residency permit. Underage users 14 and older must also present written consent from their legal guardians. For a fee of €10, you will be issued a thoska as a library card. This confirms a right to use the library for a period of two years. The loss of a library card must be reported immediately to prevent potential misuse.

When you register to use the library, the staff will set up a user account in the online catalog for you (OPAC). Here, you'll see an overview of the books you have checked out, reserved, and any fees you have accrued. To login, you will need the user number found on the back of your thoska and a password consisting of your birth date (ddmmyy).

Please let us know if there are any changes to your address, and always make sure your e-mail address is current.

### **Borrowing conditions**

You can order literature from the closed stacks through the online catalogue. Orders are brought to the circulation desk at regularly scheduled intervals (Mo–Fr, 9 am, 11 am, 1 pm, 3 pm) and are held there for you for five work days.

Books from the closed stacks and textbook collection may be checked out for four weeks. Numerous books from the open collection, as well as DVDs, can be borrowed short-term for a week. Every time you borrow a book or other media, you must present your thoska.

As long as no one else has reserved the media, you can renew it up to three times in the online catalog (OPAC) with your user account.

Please see the library personnel at the circulation desk if you have books or media that are overdue. You will receive a reminder by e-mail to return overdue media. The third and subsequent reminders will be sent by regular mail. Magazines, reference works, and books in special collections are only available for reading in the library.

### **Late fees**

- 1st reminder € 1.50 per media unit
- 2nd reminder € 2.50 per media unit in addition to the fee from the 1st reminder
- 3rd reminder € 4.00 per media unit in addition to the fee from the 1st and 2nd reminders

### **Notes on library visits**

Before entering the library, jackets and bags must be checked into the lockers provided for that purpose (deposit € 1 or € 2 coin). If you need to carry work materials and notebooks, you can purchase transparent library bags for € 1 at the circulation desk.

For certain services – e.g. copying and payment of library fees – you'll need to top up your thoska with money. There is a topping up terminal (EC card) located in the basement of the new library building.

### **Copying and printing costs**

- with thoska: DIN A4 page € 0.04, DIN A3 page € 0.08
- at the coin-operated copier: DIN A4 page € 0.05, DIN A3 page € 0.10

### **Use of computers and internet access**

To use the freely available computers in the library you'll need a personal login. You can get the form »Authorisation for login registration« at the circulation desk. This form must be presented at the Service Centre for Computer Systems and Communication (SCC Steubenstraße 6a), where you can personally apply for and obtain a login. To log on to the computers, enter the username and password in the Novell window. In the »Advanced« settings you have to make the following context setting: gst.sp.uni-we.