

# UNIVERSITY LIBRARY

The University Library is a central university facility at the Bauhaus-Universität Weimar. It provides the University with literature and information services for studying, teaching, and research. It also serves as a public academic library. The collection includes over 500,000 items of print media and it offers campus-wide access to an extensive range of e-journals, e-books, and databases.

## The collection centres around the following subjects:

- architecture, urban and spatial planning, technical development
- civil engineering, construction and construction materials, the natural sciences, technology
- media studies, film studies, cultural studies, philosophy, sociology
- art, design, photography, visual communications
- economics, computer science, legal studies, politics, history

## Opening Hours and Service Desk Hours

The University Library is open from Monday to Friday from 9 am to 11 pm, and Saturdays from 10 am to 6 pm. The open stacks and workspaces are available during the **opening hours**. Users can borrow and return most of the media. During the **service desk hours** (Monday to Friday from 9 am to 6 pm), staff are available in person at the service desk in the new building and at the information desk in the Limona.

## Registration and Library Account

A University Library account is automatically set up for Bauhaus-Universität Weimar students. All other University members, affiliates, and guest users need to fill out the **online registration form**. You can activate your **library account** by presenting valid ID in person during opening hours when you visit the library. A fee of 10 EUR is charged for reissuing a toska library card.

## Self-Service, Loan Conditions, and Late Fees

Media can be borrowed and returned by users at the **self-service machines**. Magazines and reserved literature are available in the service area. A return box is located in the foyer. Up to 50 items can be borrowed at a time. Material can usually be borrowed for a period of four weeks. Various media, such as DVDs, however, can only be borrowed for a short period. If the borrowed items do not have a waiting list, the loan period can be extended up to ten times. This can be done online.

Reminders for overdue media are sent by e-mail. After the third e-mail notification has been sent, reminders will be sent by post. The following **late fees** apply:

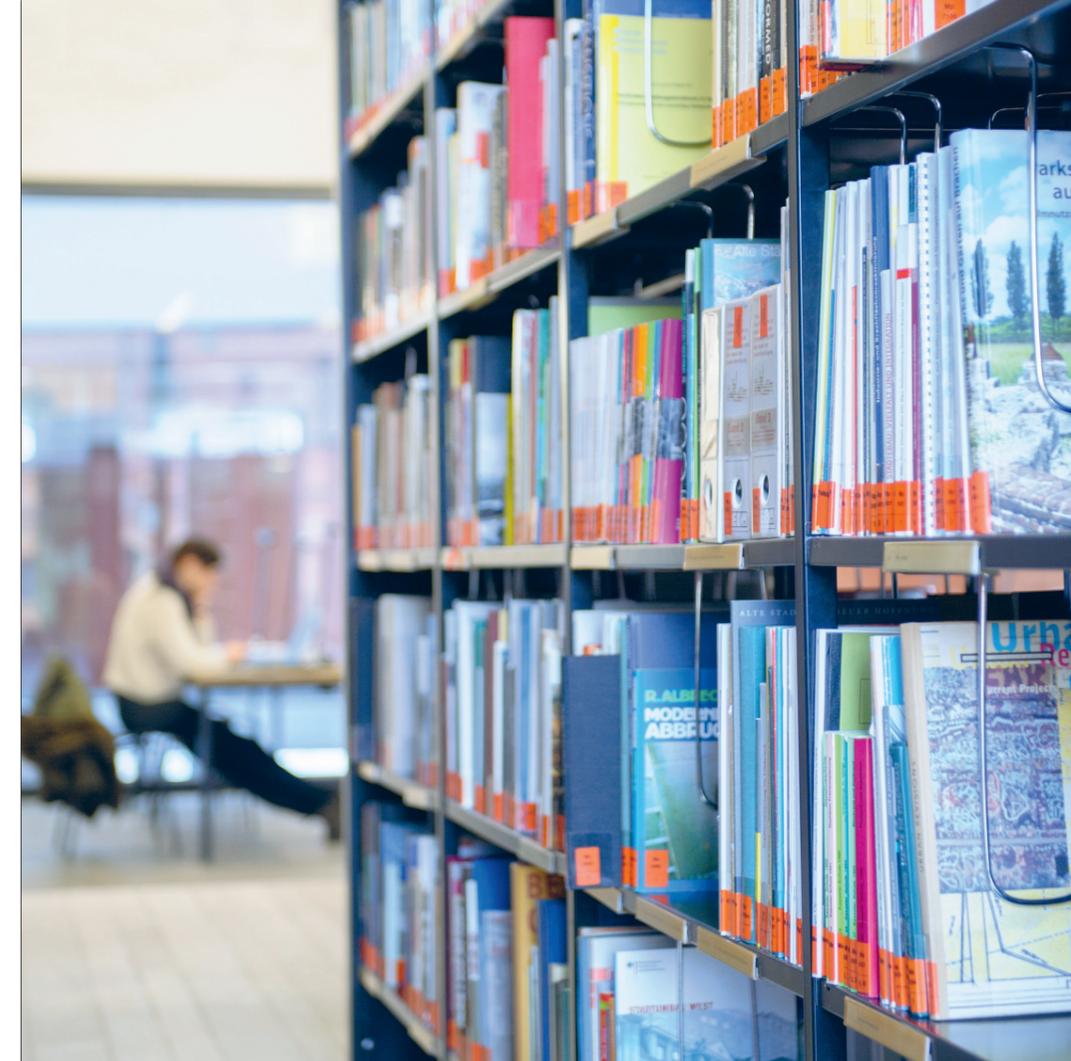
- **1st reminder: EUR 1.50 per item**
- **2nd reminder: EUR 2.50 per item**  
in addition to the fee charged for the 1st reminder
- **3rd reminder: EUR 4.00 per item**  
in addition to the fee charged for the 1st and 2nd reminders

## Physical Collection

The entire collection can be searched using the **Discovery Service BibSearch** and the **Online Catalogue (OPAC)**.

Nearly 40% of the library's physical collection is organised based on an in-house classification system and is **publicly available**. Most of this collection can be borrowed. Periodicals, specifically designated monographs, and designated semester course literature may not be borrowed. A large proportion of the library's collection is located in closed stacks. Items located in these stacks can be ordered using Bibsearch or the OPAC. Reserved materials can be picked up at fixed times (Mon. – Fri. at 9am, 11am, 1pm, and 3pm). These items are available for five days to be viewed or borrowed.

Items from the special collection are only available under specific conditions as they are subject to protective measures.



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



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## E-Resources

The University Library offers a broad range of digital scientific literature through **licences**. This range is supplemented by selected **Open Access resources**. **Specialist academic databases** can be accessed using the Database Information System (DBIS). **E-Books** and **e-journals** are available through Bibsearch. E-journals are also available through the »Elektronische Zeitschriftenbibliothek« (EZB).

## Access to E-Resources

Members and affiliates of the Bauhaus-Universität Weimar have campus-wide access to all licensed media. By using a **VPN connection**, licensed media can also be accessed from outside campus. Most of the licensed services can also be accessed through the **Shibboleth** authentication service. Guest users can contact the service desk to request a guest login.

## The Library as a Study and Work Space

Both library buildings at Steubenstraße (the new building and Limona) offer over 300 **workspaces**, some of which are equipped with computers. **Wi-Fi** is available in the buildings for University members and affiliates. Internet is available through the eduroam network on computers and other personal devices (»yourloginname@uni-weimar.de«). Internet access is also available to members of other institutions who use eduroam.

Bauhaus-Universität Weimar students can use the online booking system to reserve **workspaces** for free. Some of these spaces are equipped with interactive whiteboards. A **co-working space** in the foyer of the University Library is also available for collaborative work.

The library also has high-quality **book scanners** and devices for printing, copying, and scanning. The book scanner can be used free of charge.

Any fees for copying, printing, interlibrary loan fees, and reminder fees must be paid using a thoska. Terminals for loading and making payments with a thoska are located in the foyer.

## Additional Services

Library staff are available at the service and information desks during service hours to assist with literature retrieval and to answer questions about using the library.

Users can also **e-mail** the library with their questions.

Research tools as well as a wealth of up-to-date information on library use and literature research can be found on the **University Library website**.

The University Library offers **tours** and introductions on using the library for various users, as well as a comprehensive range of **courses** on academic research and literature management. They also provide information on Open Access publishing, submitting dissertations, and research data management. Contact information can be found on the University Library website.

Literature that is not available on-site can be ordered through national or international **interlibrary loans**. These items are subject to availability.

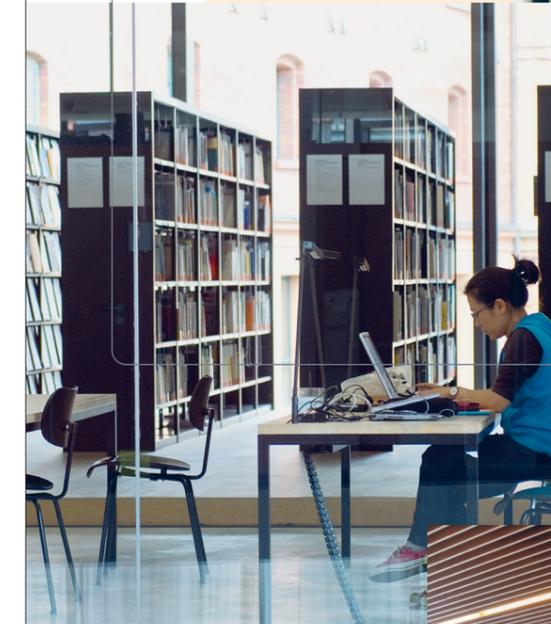
**Suggestions for additions** to the collection can be made using an online form.

University members and affiliates can order individual journal articles and anthologies using the **Campus Delivery Service** in accordance with legal regulations.

The regularly published **newsletter** provides information on new services, events, and exhibitions, as well as other library-related topics.

An **information screen** in the foyer also displays up-to-date information.

Users can submit feedback on the library's services using the online form or feedback forms available at the library. This feedback helps us to continuously improve our services.



## Opening Hours

Monday–Friday 9 am–11 pm  
Saturday 10 am–6 pm

## Service Desk Hours

Monday–Friday 9 am–6 pm

Please see our website for up-to-date information.  
[www.uni-weimar.de/ub](http://www.uni-weimar.de/ub)

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