

LIBRARY GUIDE

Welcome to the library of the University of Applied Sciences Kehl.

With over 47.000 printed items and access to countless digital resources, the library provides access to all the information you will need for your studies and your research. Information that is not readily available on campus can be ordered via inter-library-loan or delivery services.

In the library you can access all information resources and study in a calm and inviting environment.

We also provide technical support and assistance for your research and teaching.

If you have any questions or require assistance – feel free to ask the library-staff - It is our pleasure to help you!

Accessing the library / opening hours

You can use the library and borrow and return books during the opening hours:

Monday – Thursday 7:45 – 20:00 No librarian present after 17:00

Friday 7:45 – 17:00

The catalogue and your account can be accessed via internet.

Please check our website for changes regarding opening hours and services.

Catalogue

All books, journals and **most** of the digital resources can be searched and accessed via the library's online-catalogue. (OPAC) Some digital resources may require additional login-information - Please contact the library-staff.

ID-card / Library-card

Your ID-Card allows you to borrow items from the library and to access the service infrastructure with its print- copy- and scan-options.

You are liable for all items borrowed with your ID-card. In case of loss make sure to contact us immediately so we can prevent unauthorized use of your library-account.

Library account

You can access your account via the online-catalogue by clicking on "My account"

To log in use your card number as ID card number and your date of birth (dd.mm.yyyy) as your initial password, which you should change after your first log-in.

You can use your account to check and renew checked-out items and to manage orders and fines etc.

Please check your account regularly to check the due-dates and to avoid fines for overdue items.

Borrowing items

All items can be borrowed for a period of three weeks. (**Exceptions: Journals, Reference works and closed-stack items (red dot) cannot be borrowed and can only be used in the library.**)

To borrow items you will need your ID-card to use the self-check system at the big red “Back-Shelf” “Ausleihstation”

The standard loan period is three weeks. The short term loan period (**blue dot**) is three days.

Ordering checked-out items

You can order items checked-out by other users and put them “on-hold”. You will be notified by e-mail as soon as the items are returned and put on the “on-hold shelf”. To pick them up please ask at the Information desk.

Renewals

All checked-out items can be renewed multiple times if they have not been ordered and put “on-hold” by another user.

You can renew your items on the internet via your library account.

Fines

Fines will be charged to all users for all items returned or renewed late.

Please note that fines cannot be waived once listed!

Notices

You will receive both, courtesy- and overdue-notices via e-mail. Please make sure that your e-mail-address is correct and that you check your e-mail-account regularly.

You are advised not to rely solely on these notices as you will still be liable for fines on items returned or renewed late.

Copy & Scan

You can copy and scan all printed resources with a classic xerox or a modern scanner (**please bring a USB device.**)

Website

Visit our website to find a wealth of information about all the resources and services we provide.

WiFi

To use Wifi please ask for the SSI and key at the info-desk or use the information provided on the intranet.

RFID & CCTV

The library uses RFID technology to manage and secure the stock. In addition the entrance to the library is monitored by CCTV.

Respect your library!

Quiet please!

No talking on cell phones

No food or drink (Exception: Water in bottles or lidded cups.)

No undocumented "borrowing"

Help us keep the library a nice and welcoming place where everyone likes to work and study.

Thank you!

Your library-staff

bibliothek@hs-kehl.de