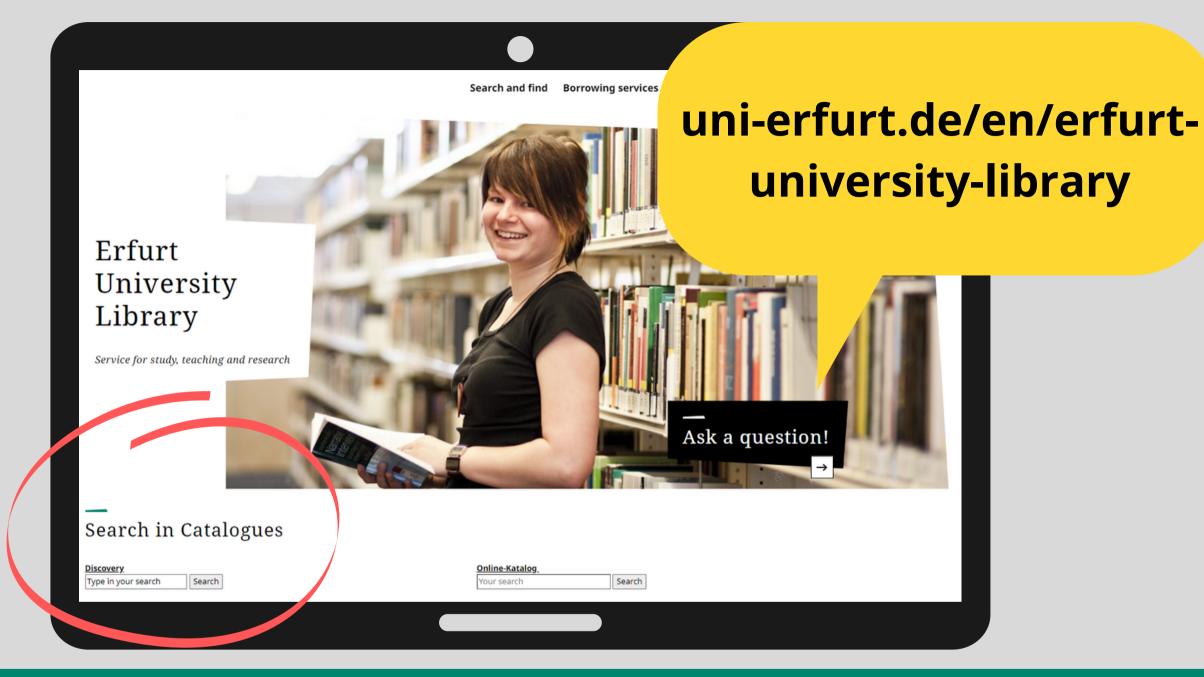






How to find a book



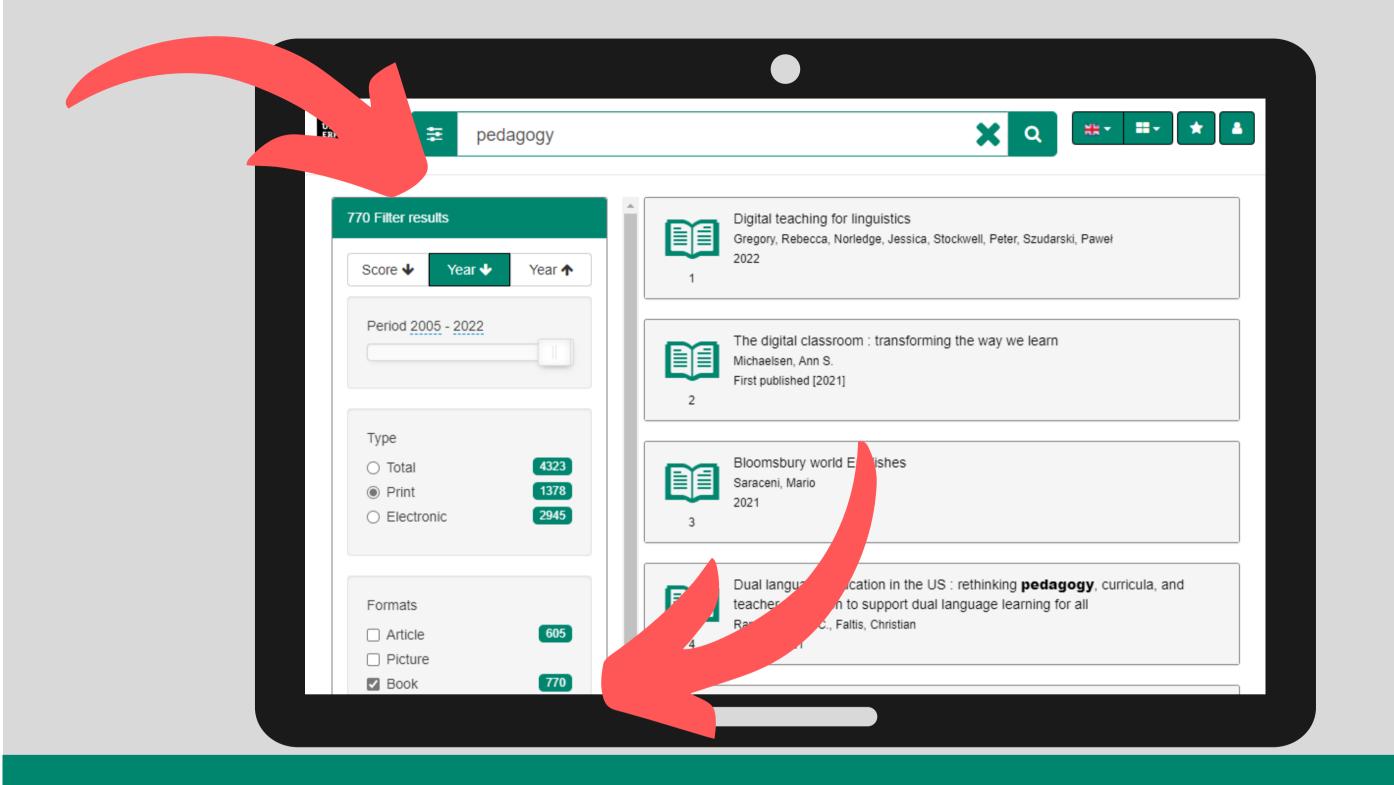
The library catalogue will show you where to find a book you are looking for. You can start the search on the library website.





The catalogue is a listing of what media we have and where they are located. A discovery system is as easy and intuitive to use as Google. Enter a search term of your choice and there you go.



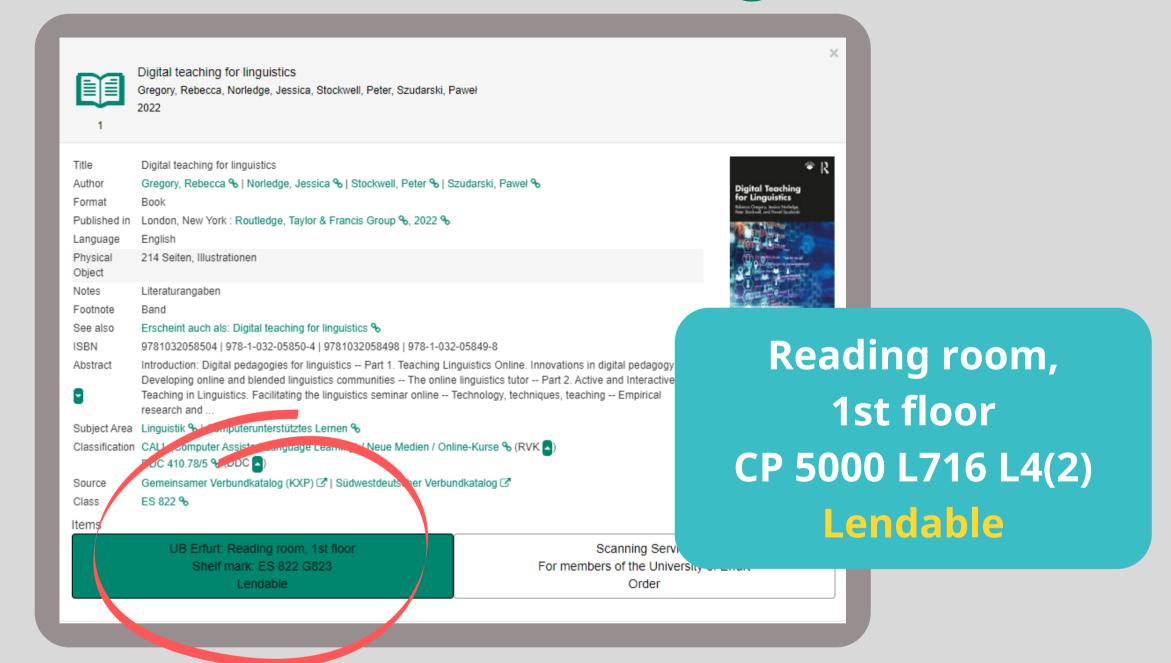


You will receive a hit list that lists all publications we have for the search term. Too many results?

Use the **filter options** to limit your results.



Book in the reading room



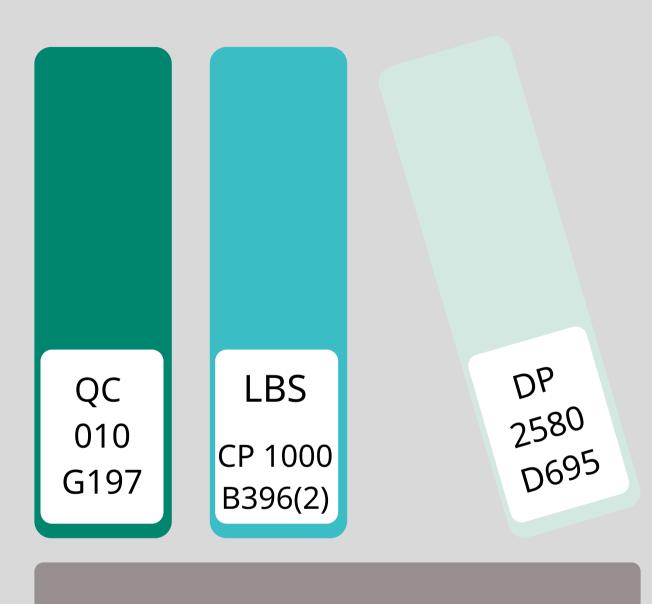
The book is on a free-access shelf in the library's reading room.

Please note the floor and the shelf-mark.



Shelf-marks

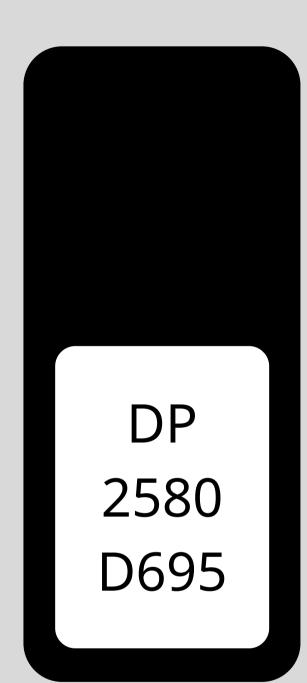
The signature is fixed as a label on the back of the book.



The shelf-mark on each volume indicates the classification. You can search the catalogue for the shelf-marks and the floor on which to find an item.



Subject classification



D

= Pedagogy

DP

= Teaching didactics and methodology

DP 2580

= Audio-visual media

D695

= Author abbreviation

Example

Most books, journals and other media are available on open shelves in the reading-room. They are **classified by subjects**. Each subject is subdivided into themes and subthemes.



Finding your way around



Q

B, M, N, P, R

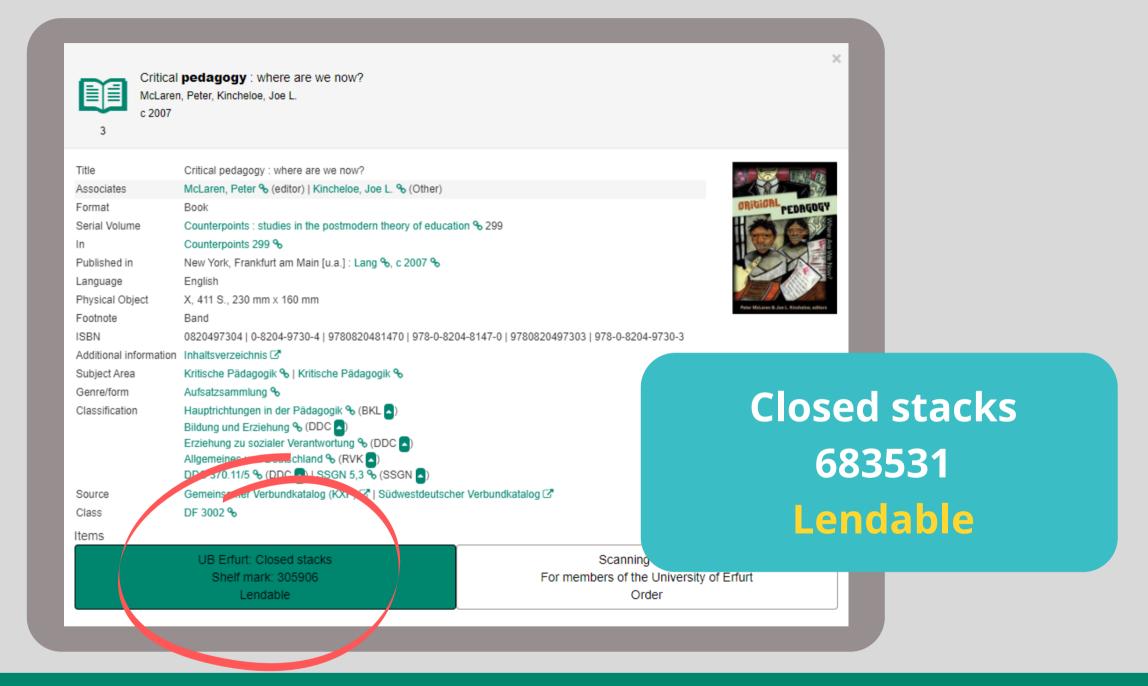
C, E, F, G, H, I, K, L, S-Z

LBS + A, D

The reading room is located on all floors in the library. Use our **floor overviews** next to the stairs and in the elevator, then the shelf overviews on the shelf fronts.



Closed stacks / External Stacks

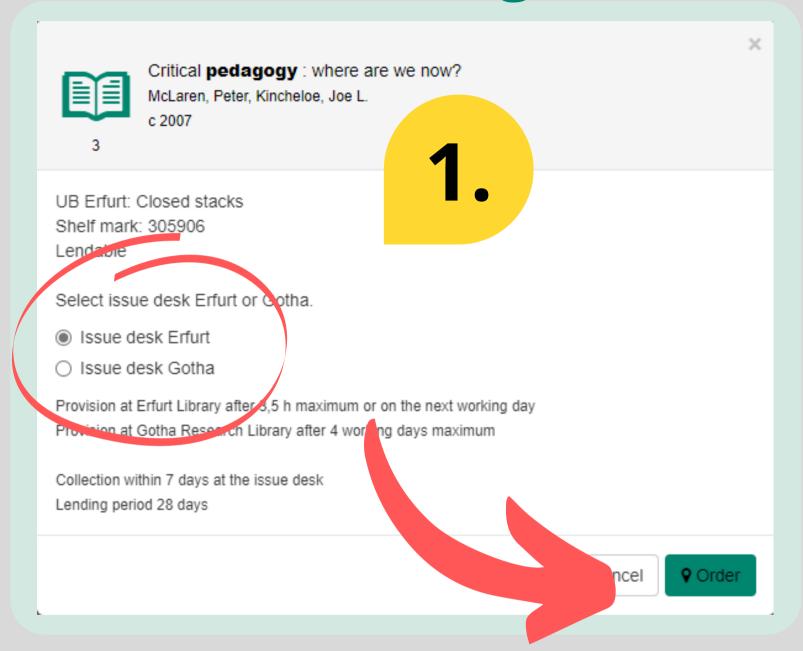


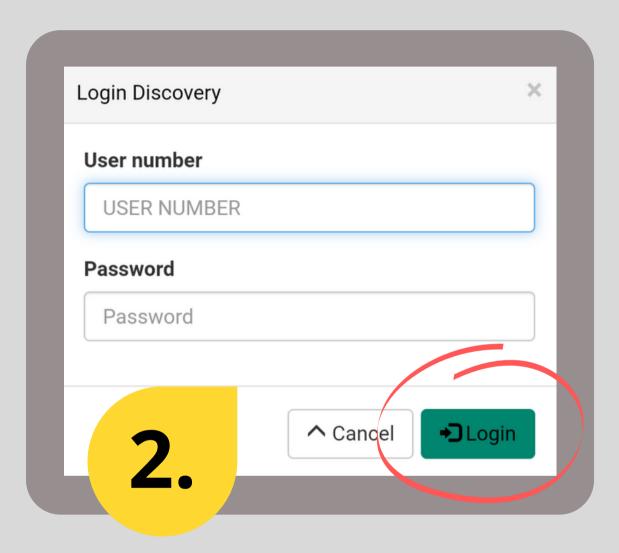
The stacks are not open to the public.

Media from this area have to be ordered and picked up at the service desks.



Ordering from the closed stacks



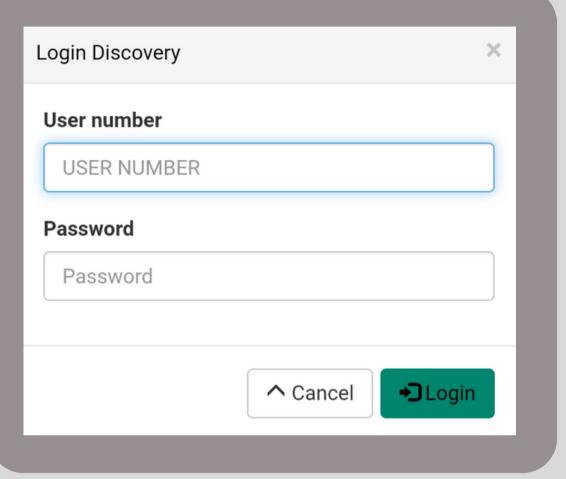


First choose an issue desk (Erfurt or Gotha), then place the order by using your library login.







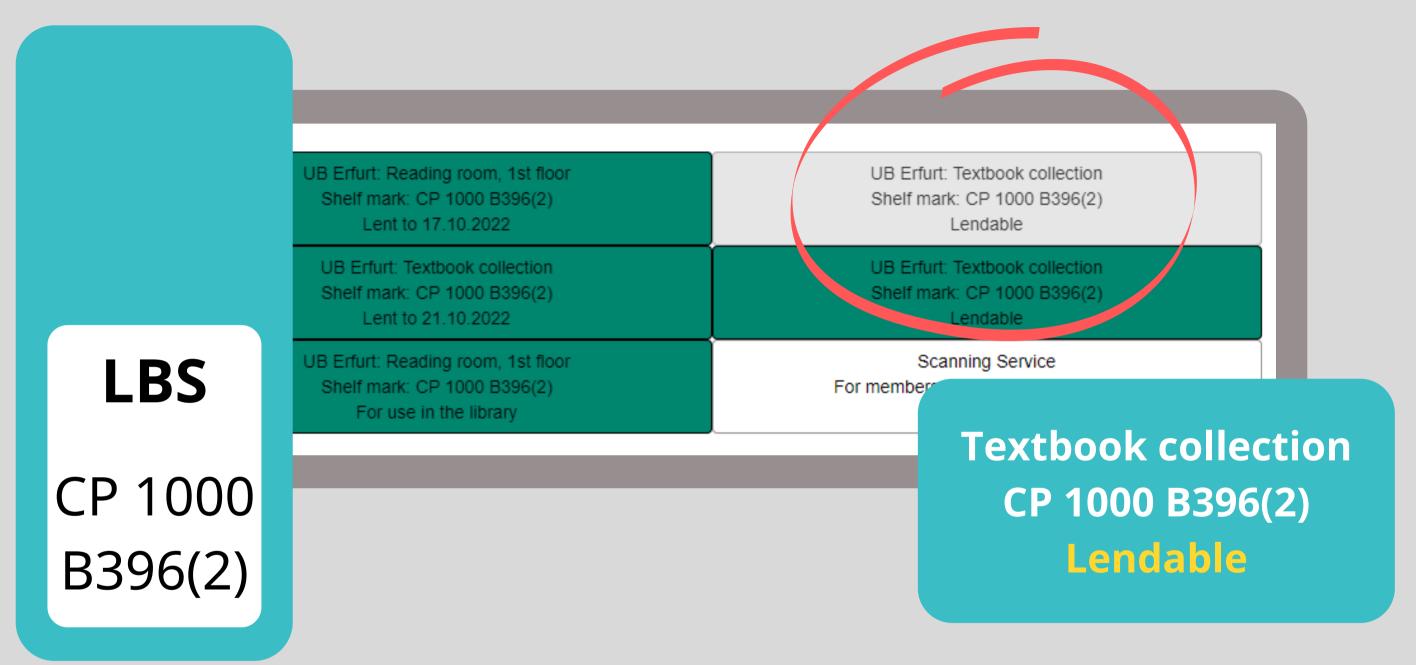




User number = number on thoska or library card (0547...) **Password** = date of birth in the form DDMMYY





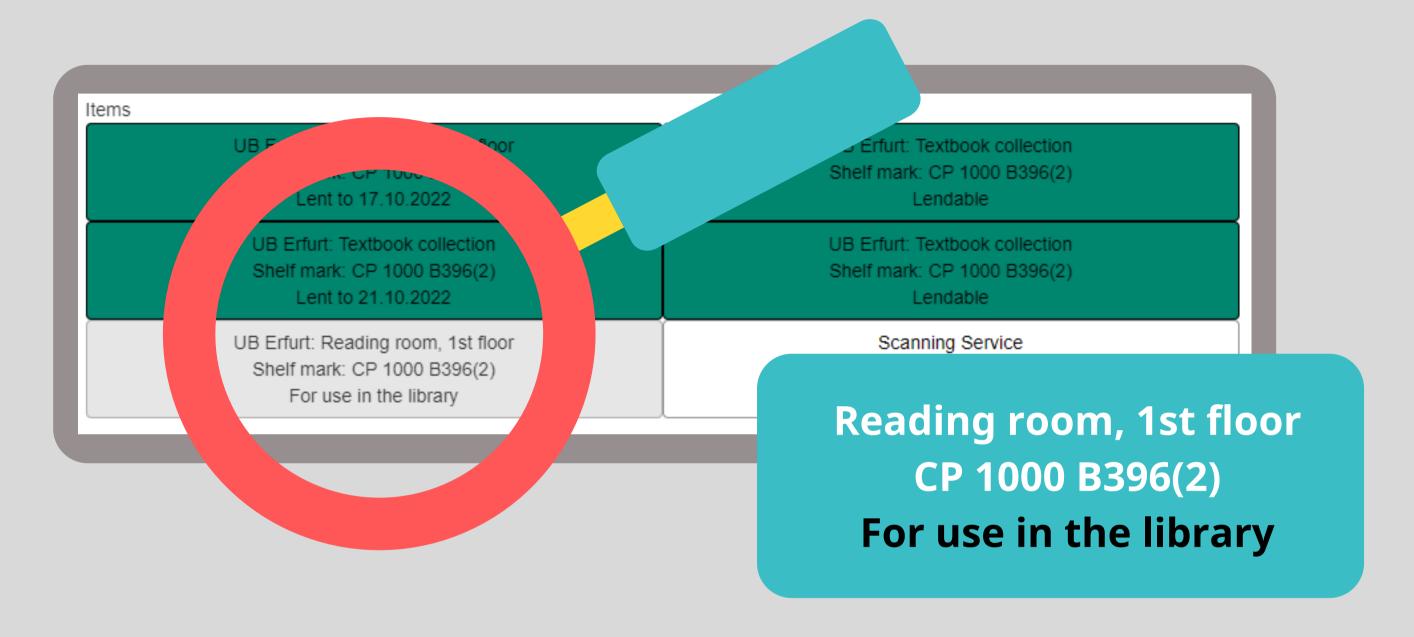


The **textbook collection on library's ground floor** holds multiple copies of the most important study literature.

Only university members can borrow them!



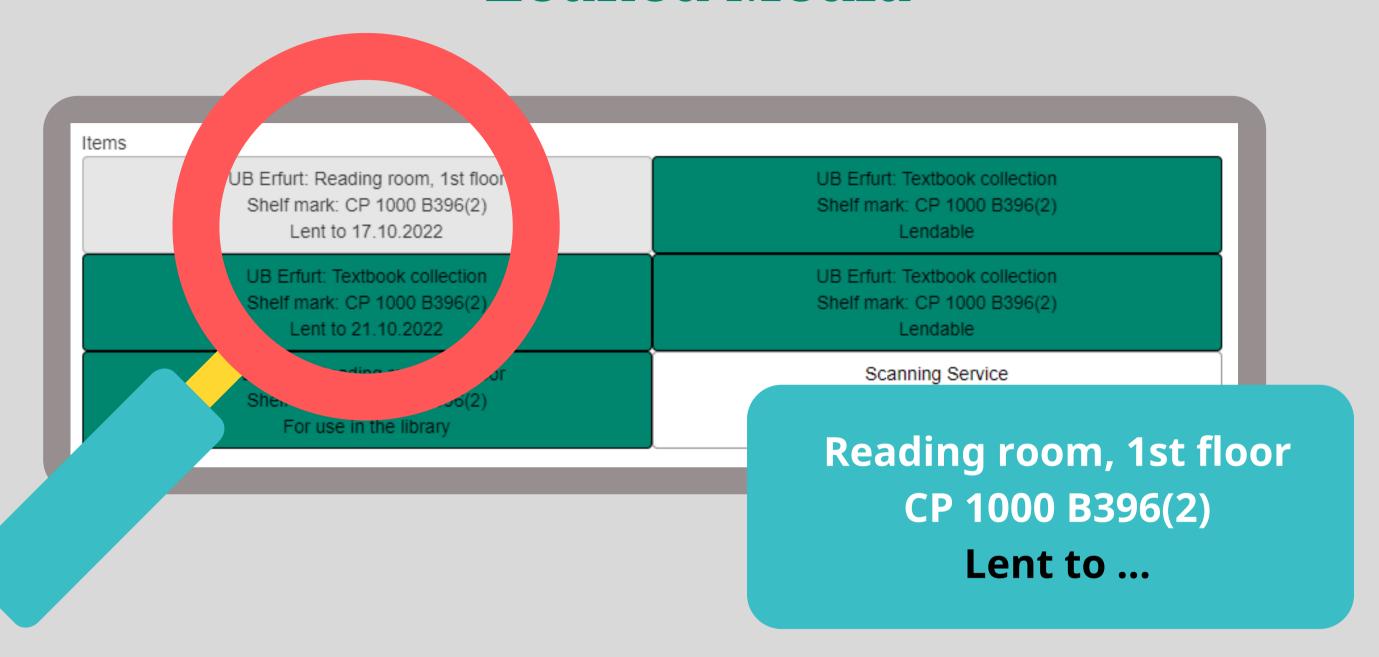
For use in the library only



Some books and all journals are for use in the library only. These can only be read, copied or scanned in the library.



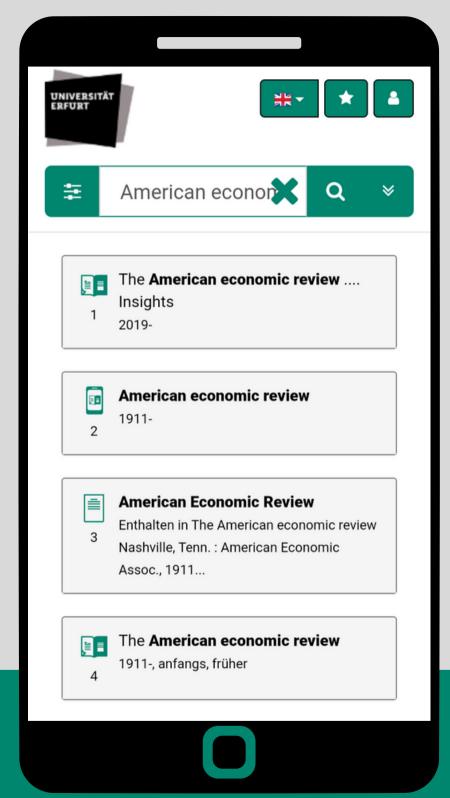
Loaned Media

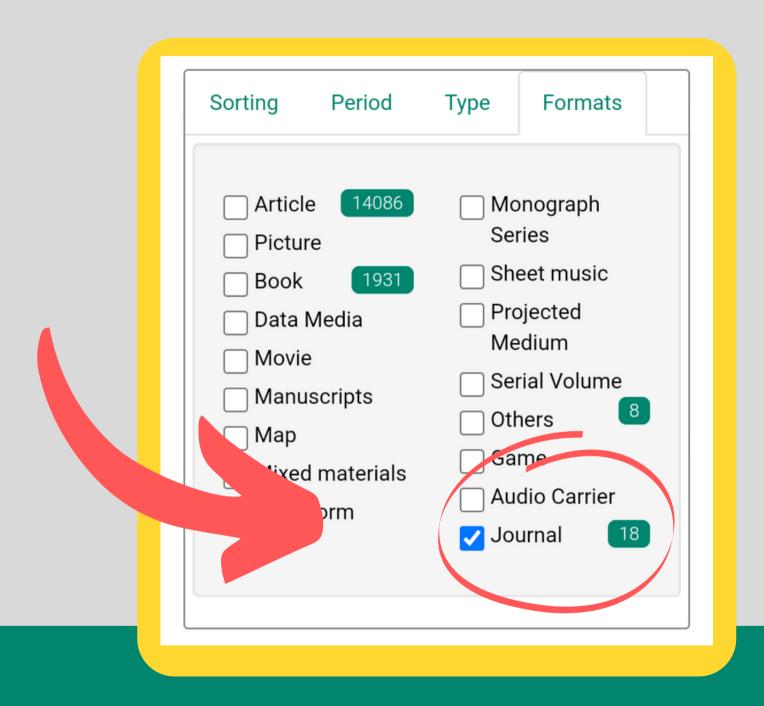


If media are already on loan, you can see the loan period and reserve the title for yourself.



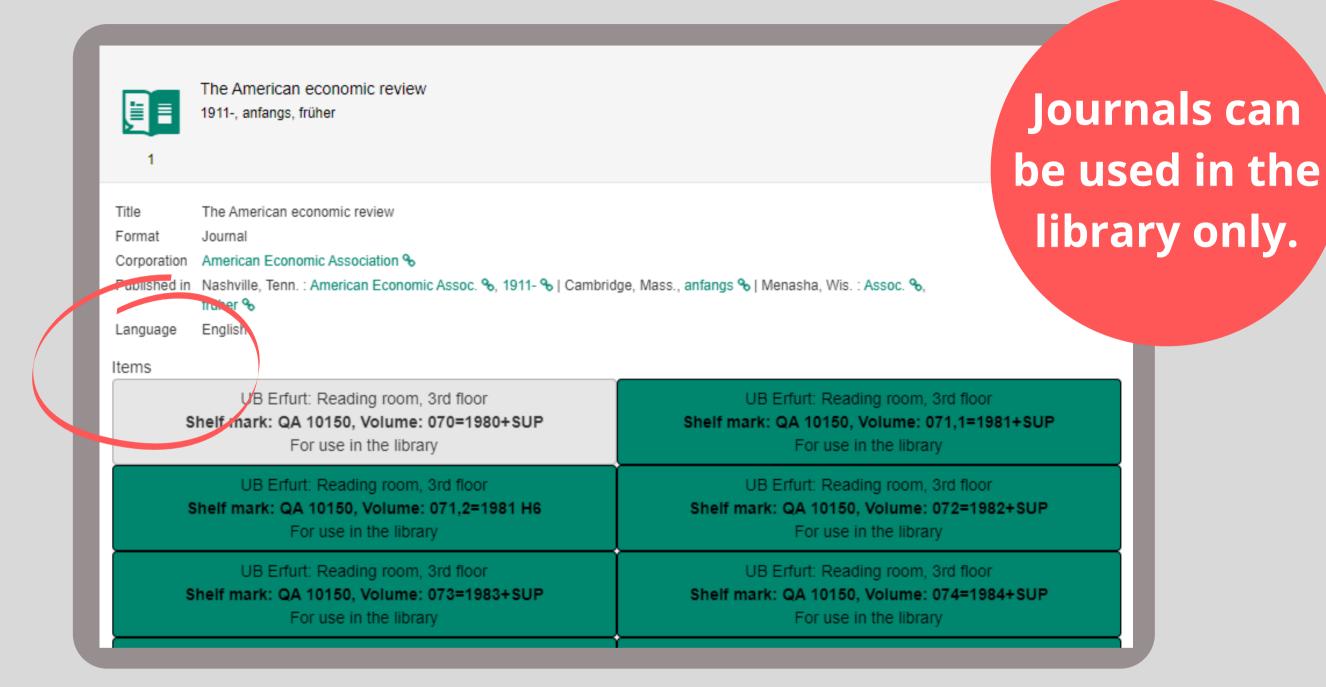
How to find a journal in the catalogue





Search the library catalogue for the title of the journal and then use the filter option "Journal".

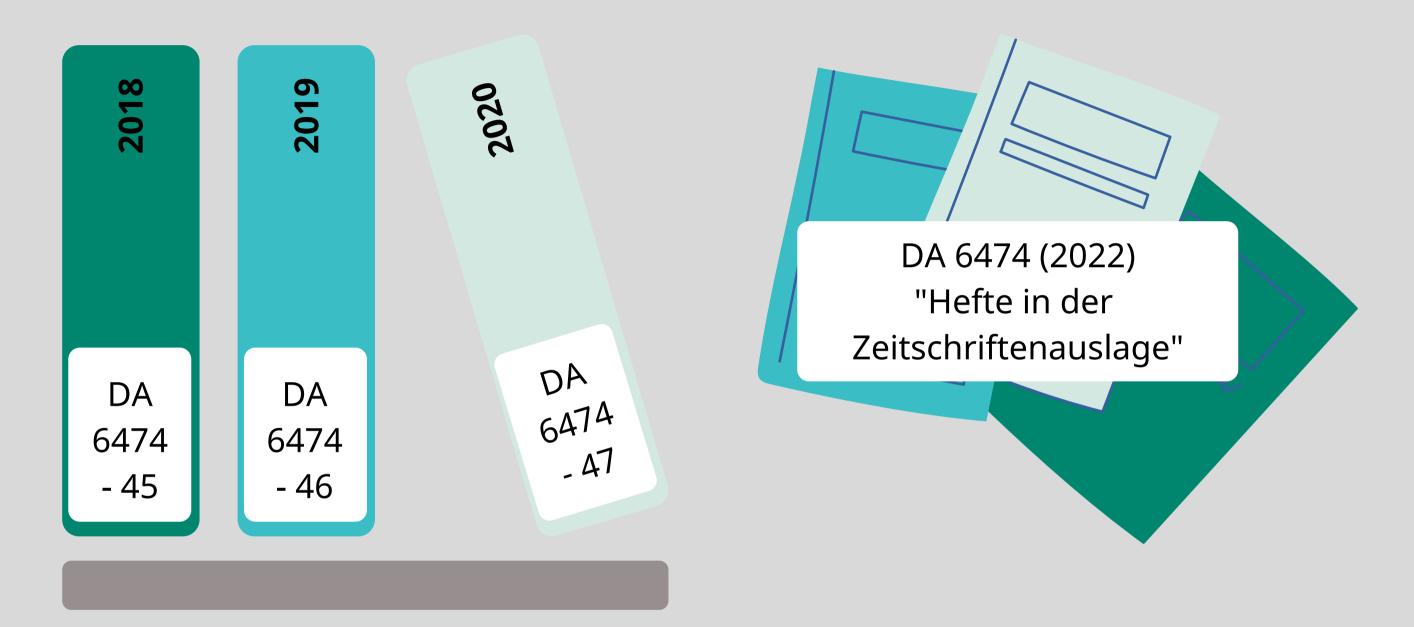




At "Items" you can find the individual volumes of the journal. Please note: We do not always have all volumes/years of a journal.



... and in the library



The **older volumes** are on the shelf, at the beginning of the subject. The current issues of the year you can find in the **journal displays**.



Check list



The shelf-mark on each volume indicates the classification. You can search the catalogue for the shelf-marks and the floor on which to find an item.



The reading room is located on all floors in the library.



The textbook collection is located on library's ground floor.



Some books and all journals are for use in the library only.



Some media must be ordered from the closed stacks. Please use the request button on the online catalogues.



We are here to help.

Mon - Fri at the service desk

0361 - 737 5800

information.ub@uni-erfurt.de

uni-erfurt.de/en/erfurt-university-library

