



UNIVERSITÄT
ERFURT

Universitätsbibliothek
Erfurt

Information for users

Registration

To order or borrow a book or any other media and to use other services of the library you need a free library card.

For registration at the issue desk is required:

- students of Erfurt University: identity card or passport and student identity card
- staff of Erfurt University: identity card or passport, checklist of the personnel department, thoska
- all other persons: identity card or passport and registration permit (Meldebestätigung) resp. residence permit

Your library card is protected by a password, which matches your date of birth: ddmmyy

Search

Nearly all materials at the University Library Erfurt are contained and can be searched on the online catalogue

<http://opac.uni-erfurt.de>

If the material you require is not available in the library, it may be possible to obtain it from other libraries through the inter-library loan service (charge: 1,50 €).

Borrowing items

On the online-catalogue you can see if an item requested is on open access or has to be ordered from the closed stacks. Requests from the closed stacks can usually be made via the online-catalogue and will be available within 3,5 hours (UB Erfurt) or 3 days (FB Gotha). Items for loan will be available at

the issue desk, media not for loan can be collected at the information desk in the reading room or at the special collections reading room.

Not for loan are:

- journals and newspapers
- books from reserve book collections
- reference works

Books and journals published before 1851 can be used in the special collections reading room.

Loan periods and fees

Borrowing items from the library is free of charge. The lending period for books is 28 days, for all other media 7 or 28 days. Two days before the lending period ends you will be sent a reminder by e-mail.

Fines are charged immediately an item is overdue:

- 1. overdue notice 1,50 € per item
- 2. overdue notice 2,50 € per item (additional)
- 3. overdue notice 4,00 € per item (additional)

Renewals

Renewals can be made via the online-catalogue (click button "Borrower information"), by e-mail or by telephone. A renewal can be made twice, unless

- the item is already reserved by another user
- the end of the loan period has been exceeded

Reservations

If the requested item is on loan to another user you may reserve it via the online-catalogue. You will be notified by e-mail free of charge as soon as the item is available.

Returns

Books and other media can be returned during all opening hours of the library.

Contact

☎ (03 61) 7 37-58 00

☎ (03 61) 7 37-58 30

✉ infomation.ub@uni-erfurt.de

www.uni-erfurt.de/bibliothek

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