



Augsburg University Library - A Brief User's Guide

Visiting the library

- Augsburg University Library is an integrated system consisting of the Central Library and three branch libraries (Humanities, Natural Sciences, Social Sciences)
- Opening hours:
Monday – Friday: 8:30 a.m. – 12:00 midnight; Saturday: 9:30 – 12:00 midnight
If you need advice from our staff, please visit the library during the following hours:
Monday – Thursday: 8:30 a.m. – 4:00 p.m.; Friday 8:30 a.m. – 2:00 p.m.
- Please leave your coats, bags, briefcases etc. in the lockers (operated by a 2 €-coin or two 2 € coins), on the racks outside the library or in the Central Library's cloakroom.
- Please do not take food or drinks into the library.
- Please switch off your mobile phones.

OPAC (online catalogue)

- The OPAC lists nearly all items of the library holdings, printed material as well as other media.
- It is accessible from terminals in the library and also via Internet.

Library card

- Even if you do not hold a library card, you are welcome to enter the library and use the books or journals on open access.
- You need a library card, however, if you wish to borrow items or to request items from the stacks.
- For a library card, please be over 16 years of age and produce either a German identity card/passport or written confirmation by the registration office that you have a permanent address in Germany. University staff members please show their employment contract.
- Library cards are issued Monday – Thursday 8:30 a.m. – 4:00 p.m.; Friday 8:30 a.m. – 2:00 p.m.

Using books / journals on open access

- About 50% of the library's holdings are on open access. They are shelved by subject according to the Regensburg Classification System.
- University staff members may borrow most of these items for use in their campus offices.
- All other customers may borrow them only overnight (8:00 p.m. – 10:00 a.m.) or over the weekend (Friday 3:00 p.m. – Monday 10:00 a.m.).
- Books in the textbook collections (basic or introductory literature) may be borrowed for four weeks by students and non-university card holders.
- Some items may not be checked out at all and are strictly for reference in the library (e.g., encyclopaedias, recent journal issues).

Using books / journals from the stacks

- About 50% of the holdings are stored in stacks, which are not open to customers.
- Most of these items (shelfmarks beginning with 01 or 00) may be borrowed for four weeks by all card holders (journals: two weeks).
- These items must be requested in advance through the OPAC (online catalogue).
- You can pick up these items at the main circulation desk in the Central Library, usually one day after requesting them. Items with shelfmarks beginning 00 may take up to three days.
- Some parts of the stacks collection (old and rare books) may not be checked out. They can be used only in the library or in the manuscript reading room in the Central Library.

Using electronic media

- Many electronic media held by the library are accessible from terminals throughout the library and elsewhere on the campus.
- For accessing these media, you need a library card. For non-university card holders, access is limited to 3 hours per day.

Copying and scanning facilities

- Photocopiers, mainly card-operated, are available in the Central Library and all branch libraries.
- Vending machines for copy cards are located in the Central Library, in the Humanities Library and in the Social Sciences Library.
- If you bring along your own USB stick or flash card, you may use cost-free scanning facilities, even if you do not hold a library card.

For more detailed information in English visit <http://www.bibliothek.uni-augsburg.de/service/infoenglisch>