

➤ University library for beginners





**➤ The most important
information on the start
What can I find and where?**

Open access area

Books with year of acquisition

1996 – 2001

(Location: open access area numeric)

set up according to years:

99/1010

Books with year of acquisition

2002 and later

(Location: open access area)

systematic classification

PÄ/G 2007 1685

on the first floor
loanable (4 weeks)
renewable (up to 12 weeks)



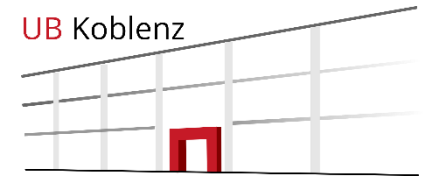
Journals

In our [katalogPLUS](#) you will find magazines, newspapers and series. For a targeted search for magazine titles, the corresponding Resource Type "Journals" can be used as a filter.

Under the search scope **UB Catalog and articles +** You can also find articles, Proceedings and reviews



UB Koblenz



sorted by subject

current issues and older volumes are not available for loan

The screenshot shows a search results page for 'grundschule mathematik'. The search bar at the top contains the text 'grundschule mathematik' and includes a search icon and a 'UB Catalog' dropdown. Below the search bar, there is a yellow banner with 'Sign in to get complete results and to request items' and a 'DISMISS' button. The main content area displays three search results:

- 1. **JOURNAL**
Grundschule Mathematik
2004-
Available at Koblenz Zeitschriftenbände (MA 040 46) and other locations >
Available Online >
- 2. **JOURNAL**
Grundschule Mathematik [...] Materialpaket
2004-
Check holdings Koblenz Zeitschriften-Magazin (Einzelsignaturen) >
- 3. **MULTIPLE VOLUMES - PRINT**
Bildungsstandards für die Grundschule Mathematik
Eisenreich, Andrea; Olbrich, Paul

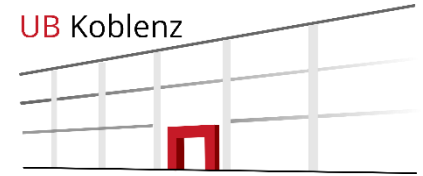
On the right side, there is a 'Tweak your results' panel with the following options:

- Sort by: Relevance
- Resource Type: Journals (6) (highlighted with a red box)
- Books (356)
- Multiple Volumes - print (28)
- Dissertations (22)
- Other (17)
- Conference Proceedings (12)
- Archival materials (+)
- Scores (1)

On the left side, there is a 'Tweak your results' panel with the following options:

- Expand My Results (toggle off)
- Sort by: Relevance
- Resource Type: Journals (6) (highlighted with a red box)
- Articles (3,110,680)
- Conference Proceedings (135,605)
- Review Articles (87,659)
- Book Chapters (30,091)
- Magazine Articles (14,544)
- Reviews (11,258)
- Books (10,974)
- Reports (2,540)
- Text Resources (1,731)
- Newspaper Articles (1,455)
- Retracted Publications (1,436)

Course Reserve



View in the online catalogue

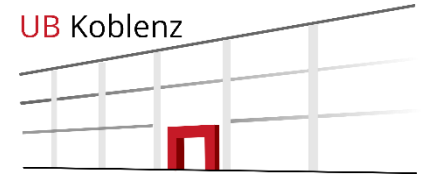
The Course Reserve contains stock in high demand, typically reading list material

Bookshelf Order:

Faculty → study course → Lecturer
for reference only



Reference books

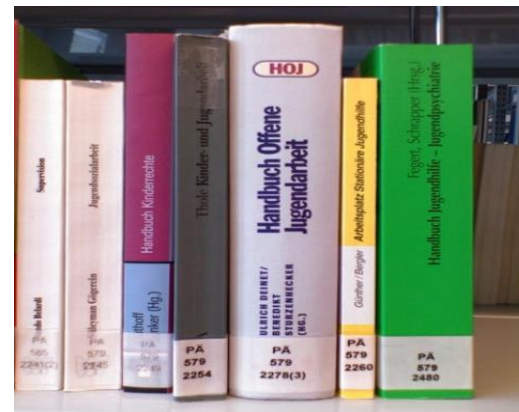


on the campus level directly next to the circulation desk

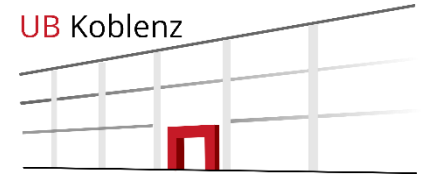
Dictionaries ...

Sorted by subject

for reference only



Stacks

A screenshot of a library catalog entry. On the left is a small image of a book cover with the number '1' in a box. To the right of the image, the text reads: 'BOOK', 'Wie gut ist unsere Schule? Selbstevaluation mit Hilfe von Qualitätsindikatoren', 'Stern, Cornelia; International Network of Innovative School Systems', and '1999'. Below this text, a red-bordered box highlights the text 'Available at Koblenz stacks (Kap 5320) >'.

1

BOOK
Wie gut ist unsere Schule? Selbstevaluation mit Hilfe von Qualitätsindikatoren
Stern, Cornelia; International Network of Innovative School Systems
1999

Available at Koblenz stacks (Kap 5320) >

You may order books and other media from our stacks. ([katalogPLUS](#))

With 'Request' you can start a request by logging in with your user account.

Books and other media ordered from our stacks ('Location': 'stacks' or 'audio video stacks') will be available within three to six hours. You will receive a notice via e-mail when the item has arrived.

Please collect it from our collection shelf within a period of seven days.

A screenshot of the library's virtual browse interface. The page is titled 'VIRTUAL BROWSE' and 'Get It'. Under the 'LINKS' section, a red-bordered box highlights the text 'REQUEST: Request'. Below this is a link '< BACK TO LOCATIONS'. The 'LOCATION ITEMS' section shows 'Koblenz' with the status 'Available, stacks; Kap 5320' and '(1 copy, 1 available, 0 requests)'. At the bottom, there is a box containing the text 'Item in place' and 'End of Term'.

VIRTUAL BROWSE

Get It

LINKS

REQUEST: Request

< BACK TO LOCATIONS

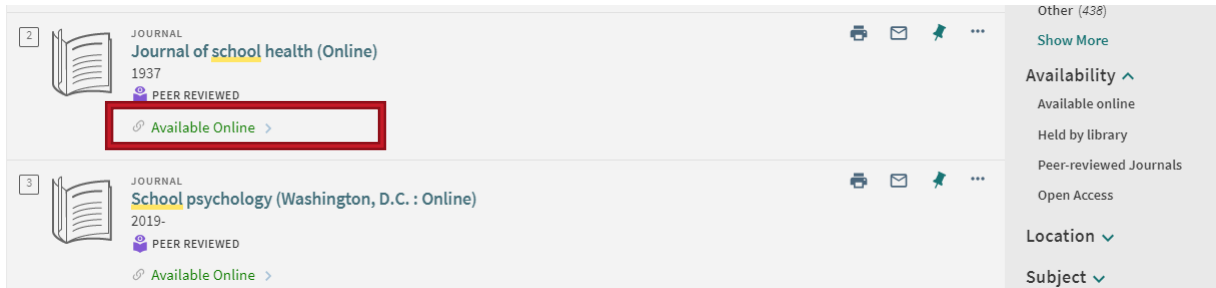
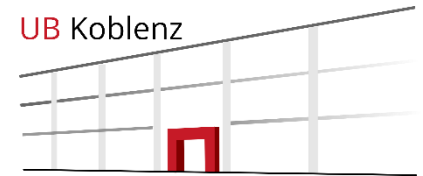
LOCATION ITEMS

Koblenz
Available, stacks; Kap 5320
(1 copy, 1 available, 0 requests)

Item in place
End of Term



E-ressources



E-books, and e-journals are displayed in the online catalogue with “Available Online”.

You basically have three options for accessing e-books, databases and e-journals

- You are at a computer on campus or connected to the W-LAN on campus.
- You connect your computer from home via VPN.
- You use the login with your university email address via Shibboleth

If you do not belong to Koblenz University, you will not have access from outside.

Many books, journals and databases are available online campus-wide.

Our portals for :

- [Databases DBIS](#)
- [E-Journals EZB](#)



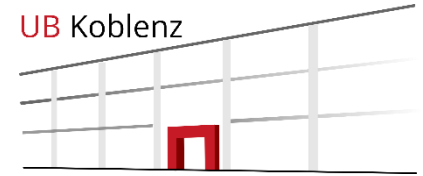
Foto: Colourbox.de



**➤ Information about
using the library**

Library card

UB Koblenz



Registration for students via the online form on the homepage

› Onlineregistrierung für Studierende der Uni Koblenz

› Bibliotheksregistrierung für Beschäftigte der Uni Koblenz

› Bibliotheksregistrierung für Externe

After your onlineregistration you can have your Studicard activated during library service hours as a library card with us at the circulation desk.

For students, the **library** number is the matriculation number.

Password is the password you chose when registering online

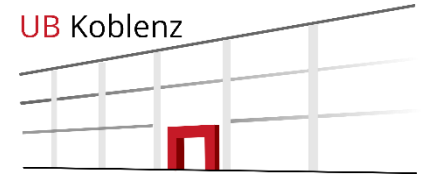
Registration is free of charge.



You can sign in to katalogPLUS and under "My Library Card" you can:

- view and renew your loans
- check your fines and fees
- change your address and password

Borrowing



During service hours, you can borrow media and books in person at the **circulation desk** or via the self-checkout counters.

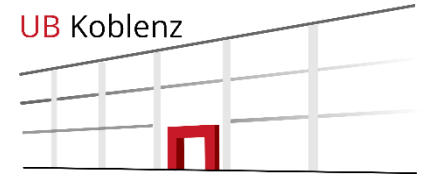
After that, you can only borrow books via our respective **self-checkout counters**. You can borrow books for four weeks, bound periodicals for a two weeks.



Please monitor your loan periods regularly via your user account in the online catalog.

You will receive a reminder email shortly before the loan period expires. This service is an additional offer and usually works well. However, if there are technical problems with the delivery of the mail, this does not release you from the obligation to observe your return deadlines.

Returning



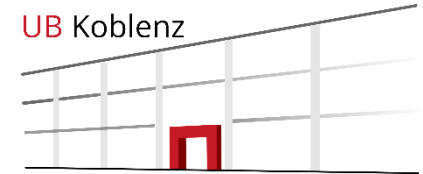
During our service hours you can return books and other media directly at the **circulation desk**.

After the end of the service hours, you can put the books in a **book return trolley** in the entrance area. These books will be returned for the day on which they were deposited.



After opening hours, there is also the possibility of depositing books and DVDs in the **return box** at the staff entrance of the library. Please note that these media will only be returned on the next opening day with the date on which they were deposited. If you hand in media too late or put them in the book return boxes too late, you may incur late fees.

Renewals



You can renew borrowed items via your library account ([katalogPLUS](#)) until the maximum number of borrowing days (84 days or 12 weeks) has been reached, if they are not reserved by another user.

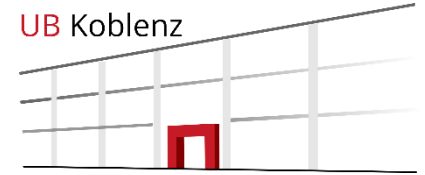
The screenshot shows the 'Loans' section of a library account. At the top, there are navigation tabs: OVERVIEW, LOANS (selected), REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS AND SETTINGS. Below the tabs, the word 'Loans' is displayed on the left, and 'Sort by' and 'RENEW ALL' are on the right. A checkbox indicates '15 loans'. The main content is a list of four items, each with a numbered checkbox, title, author, due date, pick-up location, and a 'RENEW' button. The first three items have 'RENEW' buttons, while the fourth has a 'NOT RENEWABLE' button.

| Item | Due | Pick up | Action |
|--|-------------------|---|---------------|
| 1 Einfühlsame Kommunikation Jansen, Petra | 30/12/2030, 23:59 | Koblenz open access area PS/P 2021 2422 | RENEW |
| 2 eLearning und Mobile Learning - Konzept und Drehb... Modlinger, Daniela | 30/12/2030, 23:59 | Koblenz open access area DI/GH 2020 3472(3) | RENEW |
| 3 Klassisches Pilates Rockoff, Tony | 30/12/2030, 23:59 | Koblenz open access area LE/QG 2017 13595 | RENEW |
| 4 The one-shot library instruction survival guide Buchanan, Heidi E. | 30/12/2030, 23:59 | Koblenz open access area AL/RE 2015 782 | NOT RENEWABLE |

Check whether the loan period has really been extended and check the error messages.

You can then see the new loan period in your loans.

Fees



Late fees

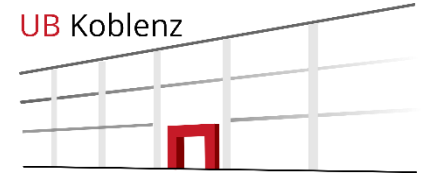
Our lending system charges € 2.00 per week and item. For late returns from special holdings in Koblenz, such as reference holdings or books from the course reserve, € 2.00 per day and item will be charged.

During opening hours, fees can be paid at the automatic pay station with the Studicard or the library card. The recharging machine is located in the entrance area of the library.

For each **interlibrary loan** order you need a transaction number (TAN), which you can purchase at the check-out counter for 3 €, reduced rate 1,50 € (students...). This is a processing fee that also applies if the order cannot be delivered.

For non-university members (external users, guest students ...) there is a one-time registration fee of 12.00 € and an additional fee of 8 € for the issue of the chip card, which serves as a library card and enables cashless payment transactions in the library.

Copying and scanning



The **copy room** is located on the ground floor.

Colour copies and DIN A3 copies are possible.

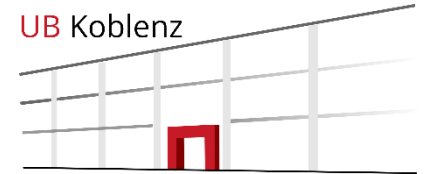
You pay for copies or printouts by UniCard or library card.

There are two **book scanners** available.

Please bring a USB stick for scanning.



Workspaces



Working in groups is possible in the area behind the atrium on the campus level.

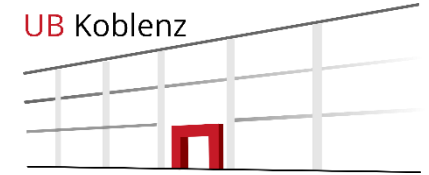
The spaces cannot be reserved.



Carrels are available on the sides of the library on both floors, which can be used by **individuals** for quiet work.



... and a few more rules



Drinks may be brought into the library in sealed or resealable containers. Bringing food into the library is not allowed.



Talking on mobile phones in the library is not allowed.



Bags, backpacks, umbrellas, luggage and similar items may not be taken into the library. Please use the lockers.



UK

➤ **If you have any questions, please contact the staff at the information desk**

or you can reach us at:

Phone: (0261) 287-1440 / 41

Mail: bibliothek@uni-koblenz.de

