

UNIVERSITY LIBRARY

Bauhaus-Universität Weimar

The University Library is a central institution of the Bauhaus-Universität Weimar, providing the university with literature and information services for studies, teaching and research. It is at the same time also a public academic library. The Library's total collection contains over 500,000 items of print media and it offers campus-wide access to an extensive range of e-journals, e-books and databases.

Main Content of the Collection

- Architecture, Urban Studies, Spatial Planning, Technical Development
- Civil Engineering, Construction Material, Natural Sciences, Technology
- Media and Cultural Studies, Philosophy, Sociology
- Art, Design, Photography, Visual Communication
- Economics, Computer and Political Science, History Law

Opening Hours and Service Hours

The University Library is open Monday to Friday from 9 am to 11 pm and Saturday from 10 am to 6 pm. Throughout all **Opening Times**, open-access areas and workstations are available, and media can be borrowed and returned independently by means of self-service. During **Service Times**, which are Monday to Friday from 9 am to 6 pm, library staff can be contacted personally at the service desk in the new library building as well as at the information desk in the Limona building.

Registration and Library Account

Registration for use of the Library is free of charge for members of the university. For guest users, a one-time fee of EUR 10 is charged for the issuance of a library card (thoska). The **online registration form** can be filled out in advance. Upon presentation of valid ID and – if already available – the thoska, the **library account** can be activated during a personal visit to the library during Service Times.

Self-Service, Borrowing Conditions and Overdue Reminder Fees

Using modern RFID technology, media can be borrowed and returned independently at the two self-service machines in the service area. Literature requested from the closed stacks and items on hold are available in the service area. There is also a book drop in the foyer. Up to 50 items can be borrowed at one time. The **loan period** is usually four weeks.

However, some items – such as DVDs – can only be borrowed on a short-term basis. Unless a hold is placed on borrowed items, up to ten extensions of the loan period can be made online. Reminders concerning overdue items are sent by e-mail. After the third e-mail reminder, subsequent reminders are sent by post. The following overdue reminder fees apply:

- **1st Reminder: EUR 1.50 per media item**
- **2nd Reminder: EUR 2.50 per media item plus fee from the 1st reminder**
- **3rd Reminder: EUR 4.00 per media item plus fee from the 1st and 2nd reminders**

Physical Collection

The entire collection can be searched using the **Discovery Service BibSearch** and the **Online Catalogue (OPAC)**.

Approx. 40% of the Library's physical collection is arranged according to an in-house system and is offered in **open access shelving**. A large part of the collection can be borrowed. Items unable to be borrowed include journals, some separately marked monographs as well as semester collection literature, which is set up separately for the duration of a semester in consultation with teaching staff. A large part of the Library's collection is located in a **closed stack**. These items must be requested via BibSearch or the OPAC. They are delivered at set times (Mon – Fri 9 a.m., 11 a.m., 1 p.m., 3 p.m.) and are available for five working days to be collected or read. Specific conditions of use apply to **special collection items** that require exceptional protection.



www.uni-weimar.de



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Online Collection

The database information system (DBIS) provides access to licensed **databases** and to an extensive range of freely available subject databases. Licensed e-journals – supplemented by numerous freely accessible offerings – are listed in the Electronic Journals Library (EZB). Licensed **e-journals** and **e-books** can also be searched and directly accessed in BibSearch and in the OPAC. An overview of the largest providers, the offerings and the conditions of use is provided on the Library's website.

Access to Online Services

Members of the Bauhaus-Universität Weimar have access to all licensed media within the **university network**. Many of these offerings are also accessible outside the university network via the authentication service **Shibboleth**. In order to access internal university pages and online resources that are not accessible via Shibboleth, a **VPN client** is necessary. Installation and instructions for Mac and Windows can be found on the website of the Service Centre for Computer Systems and Communication (SCC) of the Bauhaus-Universität Weimar. Guest users can apply for a guest login at the service desk.

The Library as a Place to Study and Work

The two library buildings in Steubenstraße (new library building and Limona building) contain over 300 workstations, some of which are equipped with PCs. For university members, **Wi-Fi** is available throughout the entire Library. An internet connection can be established via the eduroam network both on the PCs and on personal devices (»YourLoginName@uni-weimar.de«). This option is also available to members of other institutions participating in eduroam.

Individual carrels are available for undisturbed work, and larger study rooms are available for group study work. Lockers are available for the storage of personal working materials. **Carrels and group study rooms** as well as **lockers** can be used free of charge by students of the Bauhaus-Universität Weimar, depending on availability. This is handled at the service desk.

High-quality **book scanners as well as multifunctional devices** for printing, copying and scanning are available in the Library. Use of book scanners is free of charge.

Any charges incurred, such as copying and printing costs, inter-library loan service fees and/or overdue reminder fees, must be settled using thoska. A top-up terminal (accepting EC cards) and payment station are located in the foyer.

Further Services

During Service Times, library staff at the service and information desks will assist you with your literature search and answer any questions you may have about using the Library. In addition, the **e-mail information** service can be used. The University Library **website** offers access to research tools as well as a wealth of up-to-date information on library use and literature research. The University Library offers guided tours of the Library and introductions to its use for various target groups as well as a comprehensive **range of training courses** on academic research and literature management, and provides advice on topics such as publishing with open access, dissertation submission and research data management.

Contact persons and their contact details can be found on the website.

Literature not available in-house can be obtained via national or international **inter-library loan services**, if available. **Suggestions for acquisitions** to supplement the collection can be submitted via a corresponding online form.

University members can order individual articles from journals and anthologies as electronic copies via the **campus delivery service** within the scope of legal provisions.

Information concerning new services, events and exhibitions as well as current library-related topics is provided in the regular newsletter. In addition, up-to-date information is always displayed on an **infoscreen** in the foyer. To facilitate continual improvement of our service, feedback on the Library's offering can be submitted using the feedback forms available at the service desk.



Opening Hours

Friday 9 a.m. – 11 p.m.
Saturday 10 a.m. – 6 p.m.

Service Hours

Monday – Friday 9 a.m. – 6 p.m.

Please note the current information on our home-page.

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