

First-time visitor to our university library: What's next ...?

■ Where can I find the university library and what are the opening times?

Three buildings at different university campuses belong to the university library.

- The Central Library with departmental libraries 1 to 5 on Campus Griffenberg: Building BZ
- The Departmental Library 6 (Architecture, Civil Engineering) on Campus Haspel: Building HA
- The Departmental Library 7 (Electrical and Information Engineering, Printing and Media Technology) on Campus Freudenberg: Building FBZ

You can find the addresses and directions [here](#). The opening hours of the two smaller libraries differ from those of the central library. Find out more about the [opening hours](#) on our homepage.

■ What do I have to consider if I want to visit the library?

Please note that it is not permitted to take or eat food in the library. Only water as a drink is permitted.

■ Where can I get my library card?

In order to use all of the library's services, you need a library card. You can borrow books or other media at the three university locations with the library card. To receive the card, please fill out the following application [form](#) in advance. Pick up the card at the lending desk in the main library. Bring your student identity card of Wuppertal University and a valid ID-Card, passport or driver's license, please.

You can then create your digital library card in the [campus app](#). With your digital library card, you can borrow books from self-service units and the lending desk on the Griffenberg campus. You can pay your fees at the automatic pay station using your digital library card and your EC card.

If you want to access electronic media, you do not need a library card. All you need to do is log in with your ZIM account. You can find additional information on the following [page](#).

■ Can I use workstations for learning?

In the library there are workstations for individual work and study rooms for group work. Please inform yourself about this on our homepage. At the workstations you can access the Internet via WLAN with your mobile device. A ZIM account is required for access and your mobile device must be configured.

■ How can I search for literature? And where can I find it?

For research, you can use the Bibsearch devices (catalogue use, without registration) and the PCs in the PC reading room (Departmental Library 3, Floor 9; account available at information desk BZ.07).

- The "[Katalog plus](#)" contains all the media the University Library of Wuppertal owns or has subscribed. You can search for electronic or printed books or anthologies and titles of journals. Via EDS (EBSCO Discovery Service Index), a comprehensive search index, which is integrated in "Katalog plus", you can look for contents of free and licensed databases or other academic sources in one single search. If the full text is available, the "Katalog plus" will provide a direct link whenever possible.
- After you have identified the call numbers of the media in our "Katalog plus", go to the navigation menu below. Click on the link "Where can I find books on...?" or "Where can I find journals?" to find the exact location within the library.

■ Call numbers: Things to consider...

Call number for books: Examples: **11 BT 140** or **10 BT 140+2**

- the call number starts with e.g. **11**. Any media item whose call number starts with an odd number (21, 43) is lendable. Media whose signature begins with an even number (e.g. 10) can usually be borrowed for 10 days.
- letters (e.g. **BT**): this is the notation to locate the book on the shelves. All books in our library are shelved by subject from AAA to ZZZ.
- numbers after the notation (e.g. **140**): these are consecutive numbers within the notation, maybe followed by „trailed numbers“, e.g. +2 (multiple copies) or -3 (different volumes).

Call number for journals: Example: **20 37 H2**

- the call number always starts with an even number (e.g. **20**). The media belong to the non-lending collection.
- the second two-digit number (e.g. **37**): the number in front of the letter is the notation, so you can locate the journal on the shelves.
- letter with a consecutive numbering (e.g. **H2**): sorting within the notation. The letter is usually the first letter of the journal's title.

■ How do I borrow books and how can I extend borrowed books?

On Campus Griffenberg, you can borrow items from our self-service units. You need your library card (in card form or digital) and your 4-digit PIN. The PIN will be displayed in your user account under "Self Service PIN" after you log in personally in "Katalog plus". The ordinary loan period is 30 days. You can extend the loan period on your own on the internet if nobody has reserved the item. Log in to your user account in "Katalog plus" if you want to renew. Lending is also possible at the lending desk; books from the non-lending collection and reserved books in particular can only be booked there.

On the Freudenberg and Haspel campuses, you can only borrow books from the lending desk.

■ How can I reserve books that are on loan or order literature from the closed stacks?

- To reserve books that are presently on loan, click on the link „request“ in "Katalog plus". A reservation is only possible if all lendable copies are actually on loan.
- Parts of the library holdings are kept in the closed stacks and are not freely accessible. You can recognize these media by the numbers 04 or 05 at the beginning of their call number. If you want to borrow media from the closed stacks or take a look at them, you have to place an order via the link [order] in "Katalog plus". The delivery of the ordered magazine stocks takes place within 1-3 working days. You will receive a message as soon as the ordered media are ready for you to pick up or view. If entire volumes of periodicals are ordered, no notification will be sent. Our Tip: You can make requests or reservations from home! They will be available for you to pick up for 10 days.

■ How can I use e-books and e-journals?

The university library has licensed many e-books and e-journals. They are all recorded in "Katalog plus". You have access to our licensed e-books and e-journals within the university network. You can print or save some pages or chapters. Our tip: Always bring a flash drive along with you! You can access the electronic media anytime from anywhere. The only condition for locations outside the university campus is that you are logged in to the university network. You need a secure and encrypted [access](#) via Cisco Secure Client for surfing within the university network.

■ Where can I find the course reserve collection of professor...?

For all participants of a lecture, the lecturer assort books, journal articles and digitalized texts in a course reserve collection. Books and folders with journal articles are shelved separately in the departmental libraries. Online materials which are part of a course reserve collection can be accessed via the learning platform Moodle. More information you will find [here](#) (in German).

■ Can I print, copy or scan in the library?

- The copy centre provides network printing. You can copy and print with a copy card at all machines of the copy centre in the library. You can buy the copy card in the copy centre of the company Ocon (central library, floor 9). For further information such as price list (in German) and [opening hours](#); the company Ocon is an external service provider.
- If you would like to digitize documents, images or texts from books or journals, you may use our [scanning stations](#). These are located in the PC reading room and in the departmental library 2. It is free of charge.

■ How can I get access to the internet via laptop? What about Wireless LAN?

You can get access via WLAN to the internet from almost anywhere in the central library and in the departmental libraries 6 and 7. You will need your user ID and password of your ZIM account and you have to set up your [Wireless LAN connection](#).

■ I have further questions. Where can I get the best information?

- General information on using the library can be found on the [homepage](#).
- You can find more detailed information on finding, evaluating and managing media and information in the Moodle course room "[Uni@Home-Bibliothek](#)" (in German).
- The subject librarians are available as contact persons. They provide reference help for their [specific subject](#). (in German)
- You can ask the librarians at the information desk on floor 7, the library staff of the IED (electronic services information desk) or the staff of the departmental libraries.
- Use the web form „[DigiAuskunft](#)“ and you will get an answer via e-mail as soon as possible.
- The BUW's "[Startdenker](#)" platform (in German) offers first-year students an orientation aid with information on starting their studies.