First-time visitor to our university library: What’s next …?

How do I get to the university library?
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

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 campuses with the library card. You can get it at the desk for Interlibrary Loan Service and Charges in the main library and in the departmental libraries 6 and 7. Bring your student identity card of Wuppertal University and a valid ID-Card, passport or driving licence, please.

How can I search for literature? And where can I find it?
- 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. You can find the “Katalog plus” on our library website: [http://www.digibib.net/Digibib?Location=468&LANGUAGE=en](http://www.digibib.net/Digibib?Location=468&LANGUAGE=en)
- If you have identified the call numbers of the media in our “Katalog plus”, you can click on each single call number to find out where to find the medium in the library.

Call numbers: Things to consider…

**Call number for books:** Examples: **11 BTT 140** or **10 BTT 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 items whose call number starts with an even number (e.g. **10**) belong to the non-lending collection.
- letters (e.g. **BTT**): 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. **1400**): these are consecutive numbers within the notation. Please note that the last number is only a check digit and does not appear on the spine of the book. You are looking for **11 BTT 140** – maybe followed by „trailed numbers“, e.g. **+2**.

**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 long can I keep borrowed books?
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. The maximum loan period is 12 months. Log in to your user account in “Katalog plus” if you want to renew: [https://www.digibib.net/jumpto?LOCATION=468&LANGUAGE=en&D_SUBSERVICE=OPAC&DP_PAGE=account](https://www.digibib.net/jumpto?LOCATION=468&LANGUAGE=en&D_SUBSERVICE=OPAC&DP_PAGE=account)
Sign in with your user ID (UBWS…) and password (your date of birth in the form DDMMYYYY).

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 links in “Katalog plus”. The literature you request will usually be at your disposition the next day.
- Tip: You can make requests or reservations from home!
Register with your user ID (UBWS…) and password (your date of birth in the form DDMMYYYY) and press the button [Vormerken/Request] to reserve books which are on loan or the button [Bestellen/Order] to order media from the closed stacks.

Where can I find the course reserve collection of professor … ?

For all participants of a lecture, the lecturer arranges 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. For further information: http://www.bib.uni-wuppertal.de/en/e-resources/coursereserve.html

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. 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 Any Connect Client for surfing within the university network: http://www.bib.uni-wuppertal.de/en/a-z-seiten/remote-access.html

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 and opening hours (in German): http://www.bib.uni-wuppertal.de/a-z-seiten/kopierzentrum.html (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, in the departmental library 2 and at the information centre on floor 7. Use of our computers and scanners is free of charge. In order to use the PC workstations of the PC Pool you need to register. http://www.bib.uni-wuppertal.de/en/printing-copying-saving-sending-scanning/scanners.html

What kind of internet workstations does the library provide?

40 multifunctional PC workstations of the PC Pool provide access to the internet in the library. You may also find some PCs of the Internet-Café - offered by the centre of information and media processing (“Zentrum für Informations- und Medienverarbeitung”, ZIM) in the library.

- **PC Pool:** The PC Pool contains the PC reading room (departmental library 3, floor 9) including 28 multifunctional PC workstations as well as 12 multifunctional PC workstations near the main information desk on floor 7. The daily usage period is restricted to four hours. In order to use the workstations you have to register an account at the main information desk or at the information desk of the PC reading room. Just fill in an application form and bring your library card: http://www.bib.uni-wuppertal.de/en/using-computers/pool.html
- **Internet-Café (ZIM):** These PCs offer access to the internet across the university. Some of these are also PCs in the central library, in the departmental library 6 on Campus Haspel and in the departmental library 7 on Campus Freudenberg. The Internet-Café is available for all students of the BUW who have set up a ZIM account: http://www.zim.uni-wuppertal.de/en/myzim/account-en.html

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

You can get access via wifi 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: http://www.zim.uni-wuppertal.de/en/services/network-access/zim-wireless-lan.html

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

- We recommend an important service on our website: Information for English users. You find it as an entry under A-Z on our homepage. This is a glossary which provides information about all the services of the library - in English: http://www.bib.uni-wuppertal.de/a-z-seiten/information-for-english-users.html
- The subject librarians are available as contact persons. They provide reference help for their specific subject: http://www.bib.uni-wuppertal.de/en/subject-guides.html
- 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.
- Or you can use the web form „DigiAuskunft“. You will get an answer via e-mail as soon as possible: http://www.bib.uni-wuppertal.de/digiauskunft/