

# The library catalogue University Library

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UNIVERSITÄT  
BAYREUTH

Universitätsbibliothek

## What to find in the catalogue?

All media of the University Library is registered in the online catalogue. The results are presented in two tabs. In the first tab "Catalogue Bayreuth" you will find:

- books
- journals, newspapers
- electronic media like CD-ROMs, e-books, e-journals or databases

In the second tab „Articles & more“ you see results such as selected **articles** (from journals or conference proceedings) most of which are available online.

## Searching for media

Log into the catalogue with your library user number (017...) and the password (UBT-students: the six digits of your birthday / others: the last six digits of the library user number) to see the correct loan status of a title so you know if it is available or if you have to order it.

There are different search fields you may use (modifiable). With *All fields* you can enter search terms of different fields in one line, e.g. ISBN, title, publisher or author. Other important search fields are *Title*, *Author/Editor* and *Subject heading*. You can also narrow down the results by *Document type*. Choose your current branch before searching the catalogue [e. g. *TB LEG (Standort Kulmbach)*].

A *Subject heading* is a standardized term in **German** language for describing the content. You can use it to search for media dealing with the same content. Articles (tab „Articles & more“) are not described with subject headings.

The screenshot shows the search interface for 'Search UB Bayreuth + Articles & more'. The search request section includes a dropdown menu for search fields, currently set to 'All fields'. Below this, there are four search criteria: 'Title', 'Author/Editor', and 'Subject heading' (highlighted with a green box and an arrow). The search term 'democracy' is entered in the search box. The 'Limit search' section has 'Exact words' selected. The 'Current branch' dropdown is set to 'Campus', with a dropdown menu open showing options: 'Campus', 'TB LEG (Standort Kulmbach)' (highlighted with a green box and an arrow), 'Iwalewa-Haus', 'Hugo-Rüdel-Straße', 'TB Thurnau', and 'BayCEER'. The 'Document Type' dropdown is set to 'all', with a dropdown menu open showing options: 'all', 'Journal', 'Newspaper', and 'Online resource' (highlighted with a green box and an arrow). A green arrow points to the 'Search' button. A text box on the right says: 'Click Search to get a list of results. You can narrow down the results by using the filters on the left side, e.g. by Year or Document Type.'

## How to get books

Click on a title from your list of results to get the full record. It will show you more title information (ISBN, publisher, number of pages).

The tab *Holdings* provides the following information:

- *Shelfmark*
- Location/Departmental library (where is the item )
- Number of copies
- *Status* (see below for explanations):
  - **available:** item is located in an openly accessible area. Please collect it from the shelf yourself and take it to the circulation desk for borrowing. Please note down the complete shelfmark in order to find the book.
  - **available for order:** item is located in an area which is not accessible and can be ordered under *Get item!*.  
Ordered items will be ready for pick up at the chosen pick-up location until they are cancelled automatically and removed. Please check your library account for the latest pick-up.
  - **on loan until ...:** item can be reserved under *Get item!*. You receive an e-mail if a copy of the title is returned at any circulation desk.
  - **not available for loan:** item can only be used inside the library and cannot be borrowed ("reference collection"). Feel free to make copies or scans of interesting pages  
**Exception:** items with shelfmark **UBT/in Bearb.** can be pre-ordered under *Get item!*.
  - **for order (reading room):** item can be ordered and used in the reading room.

Every physical item has an individual **shelfmark** that encodes location and subject. It serves as a guide to find a medium on the shelf.

Holdings	Get item!	Details
Shelfmark	Status	Branch / Department
00/MA 5615-29	available for order	Campus / Magazin

**Please note:** Please keep in mind to choose a "Current branch" before starting your search. The default is the campus in Bayreuth. If you, for example, want to order items from the campus in Bayreuth to the Departmental Library LEG in Kulmbach, you first need to choose "TB LEG (Standort Kulmbach)" as your "current branch" (see screenshot on previous page).

If you do not choose the Main Library but a departmental library as pick-up location your orders and reservations will be ready for collection after at least one working day.

## Searching for journals

Type the title of the journal into the search field *Title*.

In the preset search mask you can narrow down your search by choosing „*Journal*“ as *Document Type* (see tab *Limit search*). Alternatively, you can narrow down the list of results by using the different filters on the right side. Choose „*Journal*“ as *Format*.

Do not use the search field *Year* when searching for journals

To find the shelfmark of the individual volumes of a printed journal, please click on *Display Volumes*, or choose the button *Full text* if the journal is available online.

The coloured icons in the list of results show whether the printed, the electronic or both versions of a journal are available.

Click on the icons for more information on the accessibility of different journals.



Click on this symbol to open a new window in which access options for digital and printed journals and articles are displayed.

Symbol	Meaning
	An online edition is freely available.
	The online edition is fully or partly licensed by UB Bayreuth.
	The online edition is not licensed.
	A print edition is locally available.
	A print edition is not locally available.

[Journal of business economics](#)  
1.1924 - 29.1959 , 35.1965 - 59.1989 , 30.1960 - 88.2018 , 60.1990 - 84.2014 , 34.1964 - 68.1998  
[Display volumes](#)

## Working without paper

Look for the icons with the small red “e” in your list of results. It is an online resource, e.g. an e-book, e-journal or digitally available articles.

Please click the button *Full text* to get access. Tip: You can limit your results to this format right in the beginning of your search by choosing *Online resource* as Document Type.

[A scientific approach to scientific writing \(2011\)](#)  
[John Blackwell ; Jan Martin.](#)  
e-book

[Full text](#)

If you, as a member of the university, want to access digital media from outside the university’s network, you need to activate the Proxy in your browser. Alternatively, some publishing houses allow for the Shibboleth method to be used. You can find more information on our website *Accessing the Internet in the libraries*. Please note that external users can only access licenced digital media (e-books, databases, e-journals and articles in full text) from on campus.



## No suitable results?

On the right, next to the list of results you find a link for modifying your search query.

Furthermore you can use the link *Expand search (ILL available)* to search the collections of other libraries in Germany.

You can subsequently click twice on this link. With the first click you are searching Bavarian, with the second other German library catalogues.

### Databases

Modify selection of databases

- Expand search (ILL available)
- Modify

Media from other libraries which match your search can be ordered via interlibrary loan. After you have logged into the catalogue, please click *Get item!*, then *ILL request*.

Holdings	Get item!	More title information
Further options		
UB Bayreuth		
Local holdings		
Bavarian Library Network		
Interlibrary Loan		
Further options		

If the link *ILL request* does not show up, please use the link *Further options*.

Next, an order form will open in a new tab. All the fields of the request form marked in red have to be filled in. Please pay attention to the *Collection point* you choose for your requests.

You can order single articles from books or journals as well as books, provided that you have the correct bibliographical information. Please choose between the correct button: *Book*, *Copy from a book* or *Copy from a journal*.

Starting January 2024, copies of articles ordered via interlibrary loan may, in most cases, be delivered to you as PDF files. You will receive a download link for this purpose

Please fill out the order form and send it. An interlibrary loan usually takes about one or two weeks. You will receive an e-mail as soon as your orders have arrived.

**Please note:** Interlibrary loan is only possible for media that is not available in any library in Bayreuth. If an item from a library in Bayreuth is on loan you can place a reservation on it but not order it via interlibrary loan. Additionally the price of the item you wish to order has to be at least 15 Euro, unless it is no longer available in bookshops.

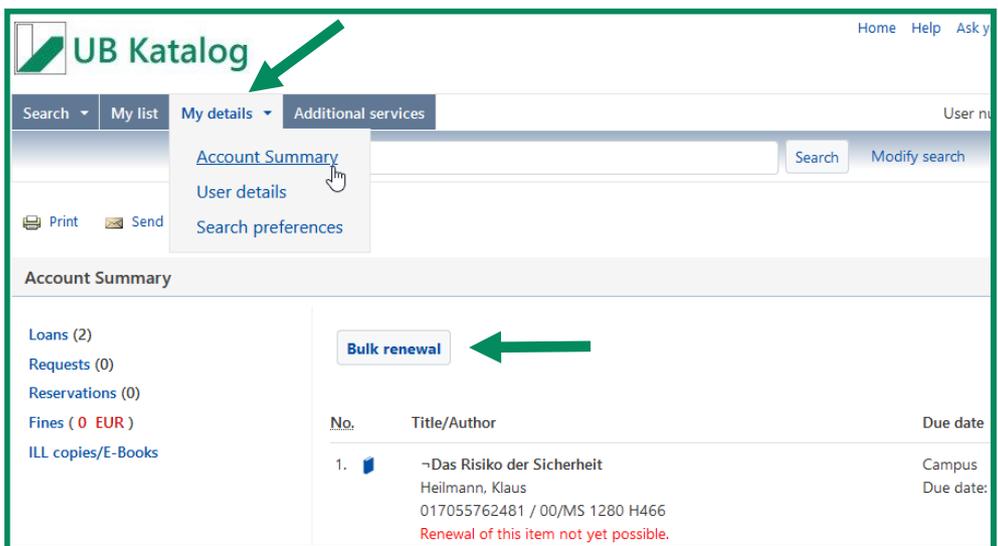
## Your library account

Log into to the catalogue with your library user number (017...) and your password, then choose the tab *My details*.

Your *Account Summary* gives you an overview of your loans, requests and reservations.

You also have the possibility to renew your loan periods. You have the options of renewing single loan periods individually or all your loan periods five days before it ends by clicking *Bulk renewal*. Renewals by telephone or e-mail are not possible. All renewals are valid until withdrawal.

If an item is reserved by another user during the renewal period, it has to be returned by your earliest convenience.



UB Katalog

Home Help Ask y

Search My list My details Additional services User n

Account Summary

Search Modify search

Print Send

Account Summary

Loans (2)  
Requests (0)  
Reservations (0)  
Fines ( 0 EUR )  
ILL copies/E-Books

Bulk renewal

No.	Title/Author	Due date
1.	Das Risiko der Sicherheit Heilmann, Klaus 017055762481 / 00/MS 1280 H466	Campus Due date:

Renewal of this item not yet possible.

You will also see due fees in your account under the tab *Fines*.

Under *User details* you can find your personal information. Here you can also change your password (*Change password*) or your e-mail-address.

You will receive e-mails for example to draw your attention to the end of loan periods or items which are ready for pick up. This service is provided without guarantee. This means it is still your responsibility to return media on the due date or renew your loan periods in time.

## Training courses/guided tours

Whether you want to get to know the library for the first time, or start your studies at Bayreuth University, are preparing for your final thesis, or are already publishing your scientific papers; the library offers you various courses and consultation options.

The target audience of both courses and consultation sessions are students and staff members of the university, but also anyone interested in the library.

Topics of courses and consultations range from searching for literature, obtaining literature, reference management to publishing, research data management and bibliometrics. Additionally to general courses, the library also offers courses specifically designed for various subjects upon the request of a lecturer.



Individual appointments for our training courses can be arranged for three or more persons. Please contact us via e-mail:

[bibliotheksfuehrung@uni-bayreuth.de](mailto:bibliotheksfuehrung@uni-bayreuth.de)

For further information about our training courses and guided tours see our homepage: *Studying & Working*.

## Information desk

Should you ever have any questions about the library, searching for research resources, courses etc., please contact the *information team* of the Main Library. You can also contact us by e-mail or telephone.

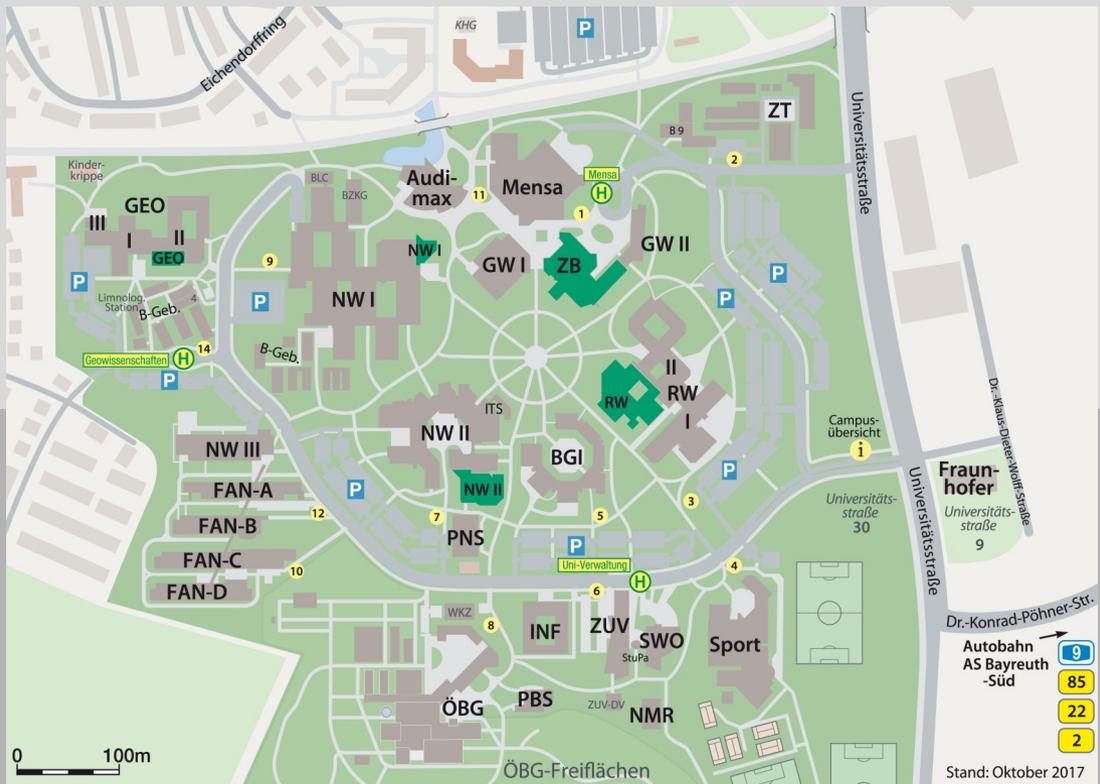
☎ 0921/55-3420, -3458  
[auskunft.ub@uni-bayreuth.de](mailto:auskunft.ub@uni-bayreuth.de)

You are also welcome to make an individual and free consultation appointment (usually up to 60 minutes) with us via MS Teams or in person in the Main Library. Many questions, e.g. about your bibliographic research, can be easily clarified in a short conversation or shown on the screen. Available dates can be found on the page of the information team.

More dates and announcements can also be found on the library's profile in the UBT-App, or in our newsletter "Neues aus der UB Bayreuth".

<https://www.uni-bayreuth.de/uni-app>  
<https://www.ub.uni-bayreuth.de/de/newsletter>





## Important locations in the University Library

<b>ZB (UB)</b>	00, 05, 10, 50, 55, 60, 98, 99, 104, 105, 106, 107, 109
<b>RW</b>	31, 32, 34
<b>NW I</b>	17, 85, 86
<b>NWII</b>	80, 82, 84
<b>GEO</b>	52, 53, 54, 59
<b>LEG</b>	35, 36, 37
<b>FIMT</b>	73, 74
<b>Additional stacks</b>	101, 102, 103