General information

The University Library is a central institution of the University of Bayreuth. Its main objective is to provide information and ressources for scientific research, teaching and studying. The general public of the Bayreuth region is welcome to use the library (from age 16 and up).

The legal basis for usage is the „Allgemeine Benützungsordnung der Bayerischen Staatlichen Bibliotheken (ABOB)“. It is available at the information desk.

Postal address: Universitätsbibliothek Bayreuth
Universitätsstraße 30

Letters: 95440 Bayreuth
Packages: 95447 Bayreuth

Homepage: http://www.ub.uni-bayreuth.de

Main Library (Zentralbibliothek/ZB)

Information: ☏ 0921/55-3420, 55-3458 ✉ auskunft.ub@uni-bayreuth.de
Circulation office: ☏ 0921/55-3421
Interlibrary loan: ☏ 0921/55-3419 ✉ flp@uni-bayreuth.de

Opening hours:
Circulation office: Mon–Fri 08.00–22.00
Sat–Sun 09.00–19.00
Special reading room: Mon–Fri 08.00–18.00

General introductions to the library are regularly offered in the Main Library. For the exact dates please see the detailed information on the homepage.

Departmental Library RW (Law and Economics)

Circulation office: ☏ 0921/55-6187 ✉ tbrw@uni-bayreuth.de

Opening hours: Mon–Fri 08.00–24.00
Sat 08.00–22.00
Sun 09.00–19.00
Departmental Library NW II
(Mathematics, Computer Science, Physics and Applied Sciences)

Circulation office:  0921/55-3100  tbn2@uni-bayreuth.de

Opening hours:  Mon–Fri  08.00–20.00
Sat  09.00–18.00

Departmental Library GEO
(Geosciences)

Circulation office:  0921/55-2225  tbgo@uni-bayreuth.de

Opening hours:  Mon–Thu  08.00–21.00
Fri  08.00–19.00
Sat  10.00–15.00

Departmental Library FIMT
(Music and Theater)

Schloss Thurnau
95349 Thurnau

09228/99605-24
09228/99605-10 (office)

Accessible only on request.

The opening hours are subject to change. On public holidays all libraries are closed.
The library card

The University of Bayreuth Campus Card serves as library card. Students receive theirs at the moment of enrollment, employees of the university from the university administration. For external users a library card can be issued. A valid personal identification card or passport together with a certificate of residence in Bayreuth or the surrounding area has to be presented along with the completed registration form which is available as download on our website (“A-Z”) or as print version from the circulation desks. Underage persons need the signature of a parent or legal guardian in addition to a copy of their parents' identity card. Unfortunately, no library card can be issued without a completed application form. Registration is possible in the Main Library Monday to Friday between 08.00 and 18.00, in the Departmental Library RW Monday to Friday between 08.00 and 21.00 and Saturday between 08.00 and 17.00. The first issue of the library card is free of charge and enables the usage of all library services.

The library card carries your individual user number as a barcode and as digits. It is also used a means of payment e.g. fees for photocopies. In case of loss a processing fee of 20 Euro will be charged for a new one. In order to prevent misuse, any loss of the library card has to be reported immediately so the library account concerned can be blocked.

Accessing the internet from the library terminals

Computer terminals are available for users in all libraries. For information about logging on, see our website under "A-Z" - "Library passwords" or ask for printed instructions at all circulation desks. Using the terminals without a library card is not possible. Members of the university can also access the internet with their own devices by using eduroam.

The library catalogue

All holdings of the University Library are recorded in the online catalogue. It can be found on the homepage of the University Library. Through the catalogue books and other items can be ordered. It also provides access to the library account where loan periods can be extended and book reservations can be managed. The preset password for the access to the library account should be changed immediately in the user details of the profile.

For digital journals and ebooks there are often restricted conditions of access. They can only be used on campus. Members of the university can connect to the university's network via VPN and Proxy.
**Borrowing**

The conditions for borrowing books found in the catalogue are determined by their location and status. The location of a book is indicated by its shelfmark. This information can be found in the catalogue under the tab „Holdings“.

**Open stacks**

A book with the status "available" can be collected directly from the shelves in the open stacks section where it can be located by its shelfmark. At the circulation desk the book can be borrowed by presenting a valid library card. A receipt detailing the loan period will be issued.

**Closed stacks**

Books for which the status "available for order" is displayed can be ordered from the closed stacks by clicking on the tab "Get item!" and then "Select". A pick up location can be selected before confirming the order.

Books ordered from the closed stacks are usually ready for collection at the circulation desk in the Main Library on hour after ordering (Monday to Friday until 17:15). They remain there for 10 days to be picked up. Books ordered to one of the departmental libraries can be collected on the next working day.

A receipt is issued when books are borrowed and returned. This receipt has to be checked immediately because later complaints can not be considered.

**Reservations**

Books which are on loan can be reserved to receive them immediately after they are returned. This option is available in the catalogue tab "Get item!".
Loan periods

For most items the loan period is four weeks. It can be extended twice. Students of the University of Bayreuth can extend loan periods up to five times. Please note that not all items have the same loan period. Loan periods are stated on the receipt issued when borrowing an item. They are also indicated in the library account in the online catalogue or can be obtained from the information desk. Items borrowed through interlibrary loan can only be renewed once. An item's loan period can not be extended if a reservation has been placed on it.

Note: All library users are responsible for managing their own library accounts and therefore for renewing the loan periods of the items they borrowed. This service is not available via telephone or email. Renewals can be revoked. If a renewed item is requested by another library user it must be returned immediately.

Returning media

Books and other items can be returned in the Main Library and any other departmental library. Items borrowed over night or the weekend on short-term loan must be returned to the library where they were borrowed. Borrowed items can also be returned by mail. The University Library assumes no liability for lost or damaged books when they are shipped by mail.

Please send the items in time to the following address:

Universitätsbibliothek Bayreuth
Ausleihe
Universitätsstr. 30
95447 Bayreuth

Notifications via e-mail

Shortly before the end of a loan period users will receive a reminder via email. When a book they have reserved is returned or an interlibrary loan order arrives they will also be notified.

Important: No liability is assumed for this service. Library users have to observe loan periods and regularly check them in their own library accounts.

Overdue notice

If a loan period is exceeded fines are charged. Initially, 7.50 Euro will be charged. If the items are not returned an additional 10 Euro will be billed. If there is still no reaction, further legal measures will be taken.

Interlibrary loan

If a required book is not available at the University Library in Bayreuth it can be searched in other libraries via „Extend search (ILL possible)“. The requested title will be sent from another library to Bayreuth and can be collected at the selected pick up location. Media which can be found in the University Library and have already been borrowed by other users can not be ordered via interlibrary loan. For any further questions please ask the interlibrary loan desk or the information desk.
Further information

Information sheet Library Catalogue (Searching, Library account, Interlibrary loan)

Library Tours and Training Courses

WIFI and VPN at the University Bayreuth

Proxy for accessing the library webservice from off campus

Further information sheets (in German) can be found on our homepage:

Even more information, news and dates regarding the University Library can be found on our Facebook profile:

http://www.facebook.com/UBBayreuth
Location codes in the Main Library and the departmental libraries

**ZB (UB)**
00, 05, 10, 50, 55, 60, 98, 99, 104, 107

**RW**
31, 32, 34

**NW I**
17, 85

**NWII**
80, 82, 84

**Geo**
52, 53, 54

**FIMT**
73

**Additional stacks**
101, 102

Date: July 2018