

General information University Library

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UNIVERSITÄT
BAYREUTH

Universitätsbibliothek

General information

The University Library is a central institution of the University of Bayreuth. Its main objective is to provide information and resources for scientific research, teaching and studying. The general public of the region of Bayreuth 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/en/index.html>

Main Library (Zentralbibliothek/ZB; incl. Humanities Departmental Library)

Information team: ☎ 0921/55-3420, 55-3458

✉ auskunft.ub@uni-bayreuth.de

Circulation desk: ☎ 0921/55-3421

Interlibrary loan: ☎ 0921/55-3419

✉ flp@uni-bayreuth.de

Opening hours:

Circulation desk: Mon–Fri 8 am–10 pm

 Sat–Sun 9 am–7 pm

Special reading room: Mon–Fri 8 am–7 pm

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 desk: ☎ 0921/55-6187
 ✉ tbrw@uni-bayreuth.de

Opening hours: Mon–Fri 8 am–12 pm
 Sat 8 am–10 pm
 Sun 9 am–7 pm



Departmental Library NW I (Biology and Chemistry)

Circulation desk: ☎ 0921/55-2496
✉ tbn1@uni-bayreuth.de

Opening hours: Mon–Fri 8 am–8 pm

Departmental Library NW II (Mathematics, Computer Science, Physics and Applied Sciences)

Circulation desk: ☎ 0921/55-3100 ✉ tbn2@uni-bayreuth.de

Opening hours: Mon–Fri 8 am–8 pm
Sat 10 am–3 pm

Departmental Library GEO (Earth Sciences)

Circulation desk: ☎ 0921/55-2225 ✉ tbgo@uni-bayreuth.de

Opening hours: Mon–Fri 8 am–8 pm

Departmental Library FIMT (Music Theatre)

Castle of Thurnau (Schloss Thurnau)
95349 Thurnau

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

Accessible only upon request.

Departmental Library LEG (location Kulmbach) (Food, Nutrition & Health)

Old Spinning works (Alte Spinnerei)
TB LEG, Second floor
Hans-Hacker-Straße 10
95326 Kulmbach

Circulation desk: ☎ 0921/55-1260 ✉ tblg@uni-bayreuth.de
Opening hours: Mon–Fri 8 am–3 pm

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 a 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 in print at the circulation desks. Underage persons need the signature of a parent or legal guardian in addition to a copy of their parents' ID. 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 18.45, 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 as 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 temporarily suspended.

Accessing the internet from the library terminals

Computer terminals are available for users in all libraries. For information about the login, 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 library catalogue. It can be found through 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.

The online library catalogue can be accessed from any device with internet access. It also lists our digital resources like e-journals and e-books. They can only be used on campus. Members of the university can connect to the university's network via Proxy or use eduroam on campus.

Borrowing

The conditions for borrowing books found in the catalogue are determined by their location and status. The location of an item is indicated by its shelfmark. This information can be found in the catalogue in the tab *Holdings*.

Open stacks

A book with the status "available" can be collected directly from the shelves in the open stacks where it can be located by its shelfmark. You can borrow the book at the circulation desk by presenting it together with a valid library card. It will be booked on your user account, which you can view online in the library catalogue at any time. The end of the loan period is also noted there. Please inform the staff before check-out if you would also like to receive a printed receipt. Please check this receipt immediately, as later complaints can not be considered.



Closed stacks

Books with the status "available for order" is displayed can be ordered from the closed stacks by clicking on the tab *Get item!* and then *Order*. The pick-up location can be selected before confirming the order.

Unless the items are from additional stacks or the departmental libraries, orders with the pick-up location *Zentralbibliothek* can be collected from the circulation desk after approx. two hours. Items ordered from the closed stacks are usually ready for collection at the circulation desk in the Main Library on the same day (Monday to Friday until 5 pm). Items ordered to one of the departmental libraries can be collected on the next working day at the earliest. Orders are available at the circulation desks until they are automatically cancelled. In your library account you can check until when you can collect your orders.

Reservations

Items 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 ten times. Please note that not all items have the same loan periods. Check your loan periods through your library account in our online library catalogue regularly or ask the information team.

Items borrowed via 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 are only valid until withdrawal. 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 e-mail. 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 you will be fined. You will be charged 7.50 euros. If the items are not returned a second reminder will follow, for which an additional 10 euros will be charged. If you fail to pay the fine within four weeks, an additional processing fee of 5 euros will be charged. Outstanding fines can be paid at the cash machine in the Main Library or in the Departmental Library LEG (location Kulmbach). Please make sure that your library card has sufficient credit. You can top up your library card at the same machine. Please do not use the machines in the cafeteria. The credit topped up there cannot be used for paying library fees and copies. Excess credit cannot be disbursed in the library.

Interlibrary loan

If a required book is not available at Bayreuth University Library it can be searched for in other libraries catalogues via *Expand search (ILL available)*. The requested items will be sent from another library to Bayreuth and can be collected at the selected pick-up location. Items that are part of Bayreuth University Library's holdings and are currently on loan cannot be ordered via interlibrary loan. For any further questions please contact the interlibrary loan team or the information desk team.

Further information

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



Training Courses



Passwords for the university



Accessing the Internet
in the libraries



Overview PC-Pools Uni Bayreuth



List of fees



Chargeable book mailing service



Printing, copying &
scanning in the library



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



