The library catalogue
University Library
What is the catalogue?

All media of the University Library are registered in the online catalogue. The results are presented in two tabs. In the first tab "Catalogues" 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 congress proceedings) most of which are available online.

Searching

Log on to the catalogue with your Library-ID (017...) and the password (UBT-students: the six digits of the birthday / others: the last six digits of the ID-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 search 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 and Subject heading.

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.

Click Search to get a list of results. You can narrow the results by using the filters on the left side, e.g. by year or format.
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**
  
  Every physical item has an individual shelfmark that encodes location and subject. It serves as a guide to find a medium on the

- **Location of 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 by *Get item!*.
    
    Ordered items will be ready for pick up for seven working days at the chosen collection point until they are cancelled automatically and removed.

  - **on loan until ...**: item can be reserved by *Get item!*. You receive an e-mail if a copy of the title is returned at any circulation desk.

  - **not available for loan**: these items are only for use in the reading room (reference collection), some are available for short time loan. Please contact staff members.

    **Exception**: items with shelfmark **UBT/in Bearb.** can be pre-ordered by *Get item!*.

  - **for order (reading room)**: item can be ordered and used in the reading room.

**Please note**: If you do not choose the Main Library but a department library as collection point, 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 your search by choosing „Journal“ as Format (see tab Limit search). Alternatively, you can narrow the list of Results by using the different filters on the right side. Choose „Zeitschrift“ as Format.

Do not use the search field Year for your search.

To find the shelfmark of the single volume of a printed journal, please click on 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 to see an overview of the possibilities of accessing a journal.

Working without paper

Please pay attention to the information Please check the single hit display (title might be available online) or the link "Volumes". in your list of results. It is an online resource. Please choose the button Full text to get access. Tip: You can narrow your results to this format right in the beginning of your search.

If you want to access online resources as a university member from outside the university network, the VPN client and the proxy in the browser must be active. You can find more information about this on the website of the IT Service Centre (only the instructions for setting the proxy are available in English).
Next, an order form will open in a new tab. All the red marked fields of the request form 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. You will always receive an ordered article as a paper copy for you to keep.

Please fill in the request form and send it. The request via 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 for media which are 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.

Questions about ILL? Tel.: 0921/55-3419 e-mail: flp@uni-bayreuth.de
Your account

Log on to the catalogue with your Library-ID (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 loans. Five days before the loan period ends you can click on *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.

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

Your password is stored in your *User details*. You may change it (*Change password*) as well as your e-mail-address.

You will receive e-mails for example to draw your attention to the end of lending periods or items which are ready for pick up. This service is provided without guarantee. This means you are not discharged of your duty to return media on the date due or the renewal of your loans.
Training courses/guided tours

The University Library offers the following guided tours and training courses for students and members of the university:

- Library essentials
- Reference management with Citavi - an introduction

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

bibliotheksfuehrung@uni-bayreuth.de

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

Reference desk

If any questions about the library, the search for media, training courses etc. occur, please contact the reference desk team of the Main Library. You can also contact us by e-mail or telephone.

tel.: 0921/55-3420, -3458
e-mail: auskunft.ub@uni-bayreuth.de

More dates and announcements can also be found on our Facebook profile:

http://www.facebook.com/UBBayreuth
Important locations in the University Library

ZB (UB)  00, 05, 10, 12, 50, 55, 60, 98, 99, 103, 104, 107
RW      31, 32, 34
NW I    17, 85
NWII    80, 82, 84
Geo     51, 52, 53, 54
FIMT    73
Additional stacks  101, 102

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