

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.

Layout

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 limit your search 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 of the University Library Bayreuth. At the top, there are navigation tabs: "Search", "my list", "my details", and "Additional services". Below this, the search request is displayed: "Search UB Bayreuth + Articles & more". The search request form includes a dropdown menu for "All fields" and a text input field. Below this, there are four search criteria: "and", "Title", "and", "Author/Editor", "and", "Subject heading", and "democracy". A green arrow points to the "Subject heading" dropdown menu, which is open, showing a list of options: "Campus", "Campus", "TB LEG (Standort Kulmbach)", "Iwalewa-Haus", "Hugo-Rüdel-Straße", "TB Thurnau", and "BayCEER". Another green arrow points to the "Search" button. Below the search criteria, there is a "Limit search" section with two radio buttons: "Exact words" (selected) and "Find similar terms". Below this, there is a "Current branch" dropdown menu with "Campus" selected. A green arrow points to this dropdown menu. Below the "Current branch" dropdown menu, there is a "Document Type" dropdown menu with "all" selected. A green arrow points to this dropdown menu, which is open, showing a list of options: "all", "Journal", "Newspaper", and "Online resource". Below the "Document Type" dropdown menu, there is a "Year from" text input field. A green arrow points to the "Search" button. A green box highlights the "Search" button.

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 *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):

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

- **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 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:** 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 under *Get item!*.

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

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

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


Do not use the search field *year* for your search.





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.



	The online edition is available free-of-charge.
	The online edition is probably available free-of-charge (an exact statement is not possible)
	The online edition is licensed through the UB Bayreuth.
	Parts of the online edition are licensed through the UB Bayreuth, an exact statement is unfortunately not possible.
	The online edition is not licensed.
	A printed edition is available.
	A printed edition is not 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. 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 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. As an alternative you can use the authorization system Shibboleth. You can find more information about this on our website *University's network– Accessing the Internet in the libraries*.



No appropriate 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 *Request via ILL*.

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

If the link *Request via ILL* 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.

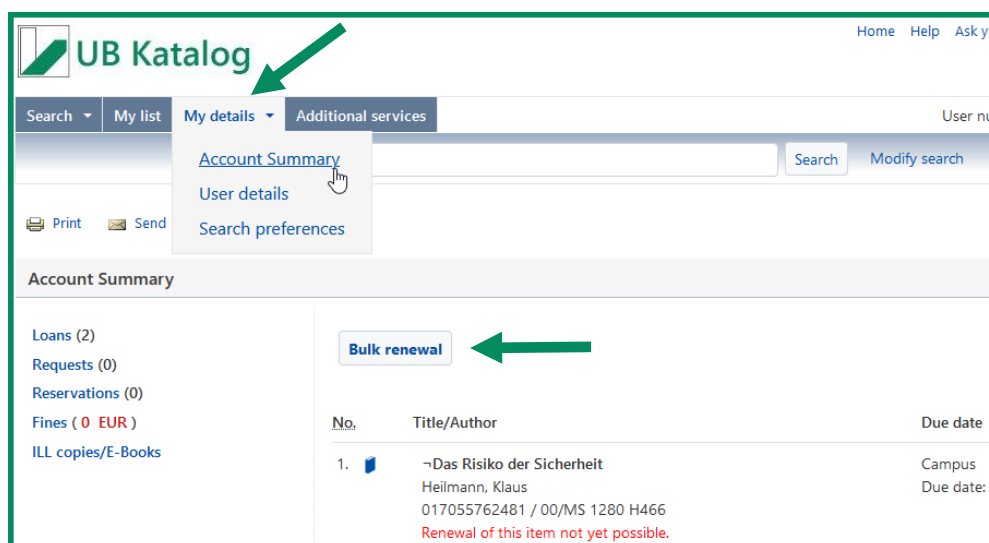
Your library account

Log into 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

Print Send

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 Renewal of this item not yet possible.	Campus Due date:

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

The University Library offers the following guided tours, training sessions as well as self-study courses on Moodle for students and members of the university:

- Library essentials
- Reference management with Citavi – an introduction
- Reference management with Zotero – 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*.

Information desk

Should you ever have any questions about the library, searching for research resources, courses etc. occur, please contact the [reference desk team](#) of the Main Library. You can also contact us by e-mail or telephone.

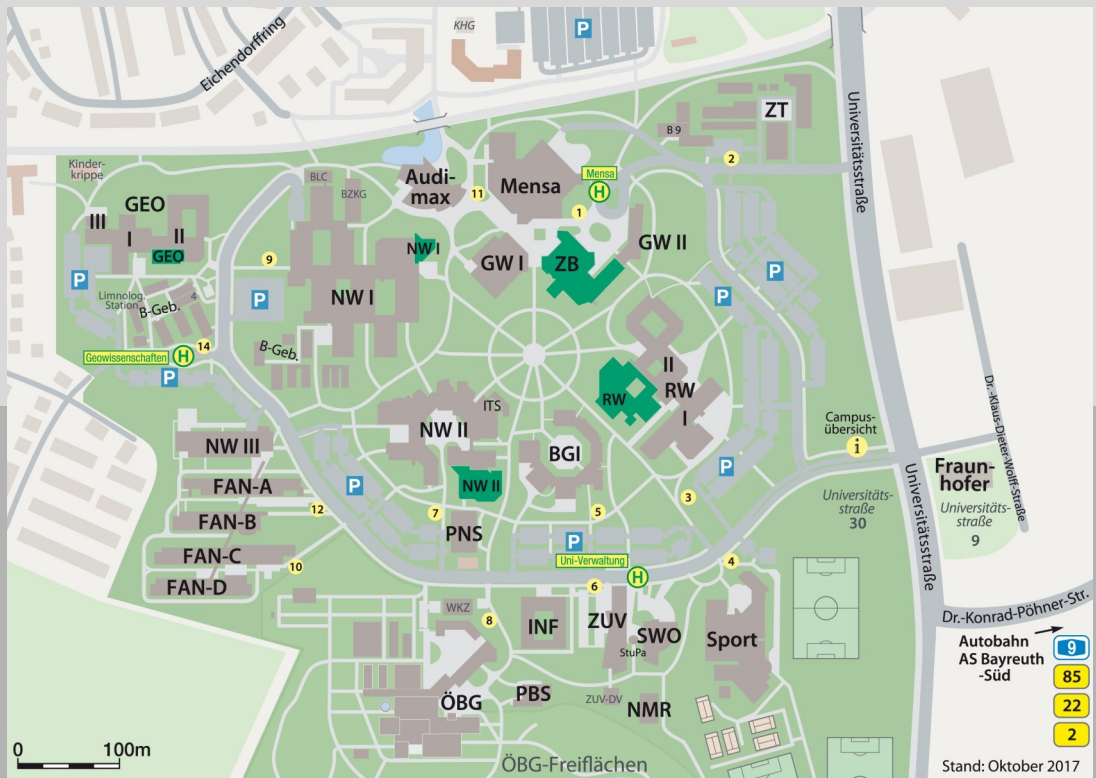
☎ 0921/55-3420, -3458
auskunft.ub@uni-bayreuth.de

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

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

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





Important locations in the University Library

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