The library catalogue
University Library

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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.

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.

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.

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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.

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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.
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.

Questions about ILL? ☎ 0921/55-3419 ✉ flp@uni-bayreuth.de
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.
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
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

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

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, 59
LEG 35, 36, 37
FIMT 73, 74
Additional stacks 101, 102, 103

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