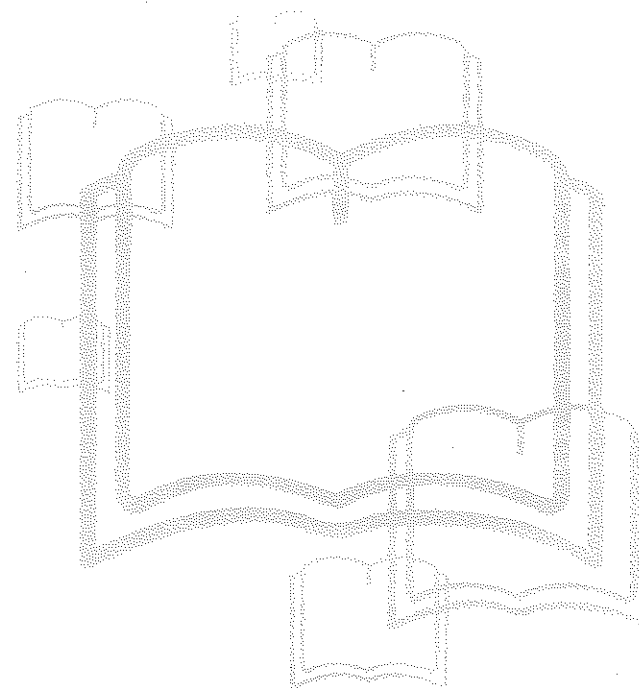


Using the Library



- > Library Card
- > Holdings Locations
- > Borrowing Conditions

Reservation Items which are on loan to other users (item status: "entliehen") can be reserved via the Online Catalogue:

- Click on Bestellung/Vormerkung displayed in the full title record
- Click on bestellen/vormerken below on the right
- Log in to your account entering your user number and password
- Select the pick-up location (e.g. "Buch-Abholung", i.e. Self-Collection Area; "Lesesaal", i.e. Reading Room)

You will be notified via email or post (liable to postage) when the item becomes available for collection. The email/letter will also show the pick-up location.

Cancel a Reservation You can cancel a reservation online via the Library Catalogue: Please use the red-coloured link Storno Vormerkung within the "Konto" section.

Overdue charges Items returned after the due date will incur overdue charges. Please renew your loans on time to avoid these fines.

Overdue charge rates:

- › up to 10 calendar days: €2.00 per item
- › up to 20 calendar days: €5.00 per item
- › up to 30 calendar days: €10.00 per item
- › up to 40 calendar days: €20.00 per item

If the loan period has been exceeded by more than 40 days, or the short loan period by more than 10 days, users will be charged an administrative fee of €25.00. Additionally, they will be responsible for overdue fines and replacement costs. Library accounts will be blocked, when unpaid fines and fees reach €50.00 or more.

Pay Station Fines can be paid cash or with an EC-/Maestro-/VPay-Card at the pay station in the foyer (for fines over €5.00).

More details For more detailed information about borrowing materials, please visit the Borrowing section of our Library website:
www.ulb.uni-muenster.de/ausleihe

Audio Tour Feel free to explore the Central Library and take an English language self-guided tour. Just download the MP3 files onto your own player or borrow a player from the Information Desk on the ground floor.
www.ulb.uni-muenster.de/en/audio-tour

© ULB Münster, Last updated: 11/30/2013



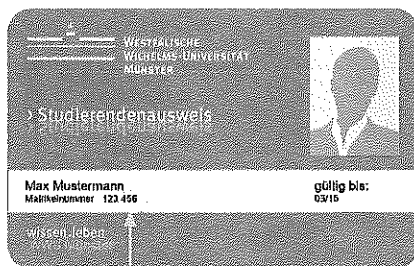
You will need your Library Card ...

- > to borrow and reserve items
- > to request items from closed stacks
- > to manage your account via the "Konto" button within the Online Catalogue: to check your borrower's details, to renew items, to save lists of items, to change your password, to amend your email address
- > to check your pick-up number

Students of Münster
University (WWU):

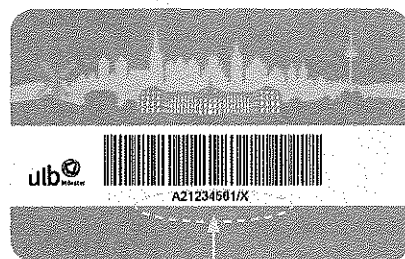
If you are a student at Münster University (WWU), your student card is your library card as well.

front



pick-up number
= the last 3 digits of your matriculation number

back



user number

When you receive your student card, you will just need to activate your library account. You can do this in person at the Registration Desk ("Empfang") in the foyer or online at www.ulb.uni-muenster.de/studierendenkarte/aktivierung

Borrowing Conditions

General information Borrowing is free of charge, as long as items are returned by the due date. Your individual borrowing conditions will depend on your user status. For more detailed information, please feel free to ask at the Information Desk on the Ground Floor.

Self-Collection Area Mon-Fri 9:00am - 9:00pm
Sat-Sun 10:00am - 8:00pm

Returning items The loan period for books is 20 working days (Mon-Fri) and 10 working days for periodicals. Please note: The loan period for journals cannot be extended.

Central Library: Borrowed items must be returned to the Return Desk ("Rückgabe") in the foyer and - in case it is closed - to the Issue Desk ("Ausleihe") up to half an hour prior to ULB closing time.

Book Return (Central Library): Mon-Fri 8:00am - 9:30pm
Sat-Sun 10:00am - 7:30pm

Renewing items You may renew items up to three times, provided that no one else has placed a reservation on them. For further renewal, you must present the books at the Library Issue Desk.

How to renew items:

- Log in to your account via the Library Catalogue.
- Select the "Konto" button above the search screen.
- Enter your user number and password.
- Click "Weitere Optionen / Konto verlängern" for renewal.
- If possible, print out the page displaying the renewal due dates as your receipt.

For reasons of data-protection it is not possible to renew items by phone or email. However, you may send a written request for renewal. Please quote your user number and enclose an SAE for return (date of post-mark as proof).

Recall Please note: Renewals are always conditional.

During a renewal period, a book is subject to recall. You will receive notification to return the item within 7 days.

Holdings Locations

The Central Library, its three branches, and about 130 departmental and institute libraries house a total of approximately 6 million items. Search the holdings of all these libraries using the ULB-Katalog (Online Catalogue of ULB Münster) or, alternatively, the search engine disco. The records will tell you the call number, the location (library), address link included, and the availability status for each item.

Additional institute holdings (books acquired before 1990) can be found in the ZKI (Zentralkatalog der Institute).

www.ulb.uni-muenster.de/kataloge



Central Library

"Magazin"
= Open Stacks

Stairs in the foyer will take you down to the open stacks in the basement (501 and 502). Site plans will help you find the location of the call number for the item you need. Please note that there is no classified shelving. In order to save space, items are simply arranged according to size and acquisition number. When you have chosen your book or journal volume, bring it to the Issue Desk ("Ausleihe") on the Ground Floor and have it checked out to your library card. You will be given a receipt showing the due date for return.

If journal volumes are not available for loan (labelled as "nicht ausleihbar"), you may photocopy articles. Photocopiers are available in the open stacks as well. Alternatively, a short term loan of one week would be possible - for reading room use only.

The following book call numbers are located on Level 501:
3C, 3D, 3E, 3F, 3H, 3K, 3L, 3W

The following journal call numbers are located on Level 502:
Z (Okt), ZB, ZD

"Geschlossenes Magazin"
= Closed Stacks

Parts of our holdings, primarily older books and serials, are shelved in closed stacks, not open to the public. The item status given in the catalogue entry is bestellbar (= available on request). Generally, these items will be available four hours after ordering. Items from off-site stacks may take up to two days (Mon-Fri). The pick-up time will be shown on the screen.

Requesting items: Please click the link Bestellung / Vormerkung and then click bestellen / vormerken (line below on the right). Next, log in to your library account:

1. Benutzernummer (user number) --> Please use capital letters here, e.g. A21234561/X
2. Kennwort (password) --> On your 1st login your default password corresponds to the first 4 digits of your birthday (DDMM). You then will be prompted to set up a new password (4 to 12 characters).
3. Select the pick-up place, and then click [bestellen] to confirm.

If you have problems with requesting an item online, please ask for help at the Information Desk on the Ground Floor.

Collecting requested material: In the Self-Collection Area items will be kept for you for seven days as of day of delivery. Items requested for Reading Room use will be available for consultation for the entire loan period. When collecting items at the Reading Room Desk you will be asked to leave your library card or ID card/passport as a deposit.

"Lehrbuch-Magazin"
= Textbook Collection

The Textbook Collection is located at the rear of the ground floor, facing the main entrance. Here you will find basic literature and multiple copies of textbooks arranged according to systematic order. You can borrow items immediately using the self-issue machines located in the Textbook Collection.

"Lesesaal"
= Reading Rooms
"Handschriften-Lesesaal"
= Manuscript Reading Room

Books, journals, and microform editions in the Reading Rooms (Level 501) or Manuscript Reading Room (Level 502) are for reference only. Exceptionally, books may be borrowed overnight or over the weekend. For information, please ask at the Reading Room Desk (503).

Card- and coin operated photocopiers are available in the copy room near the Reading Room foyer. Self-service scanners are ready for use in the Research Room and in the DigiLab on the Ground Floor as well as in the stacks (Level 502).

Cafeteria

Current issues of various German-language newspapers are displayed in the cafeteria near the Reading Room foyer (Level 503).

Off-Site Holdings

Zeitungs- und Pressarchiv = Newspaper Archive

In the ULB Münster Newspaper Archive (Zeitungs- und Pressearchiv, shortly called as "ZUP") you will find the entire collection of printed newspapers and microform editions for reference use.

Photocopying facilities are available.

Location: Bispinghof 24 - 25

Opening hours: Mon-Fri 1:30pm - 5:30pm

www.ulb.uni-muenster.de/sammlungen/zup/

Branch Libraries

> Zweigbibliothek Medizin (Medical Branch Library)

Location: Albert-Schweitzer-Campus 1 (Building A 11)

Opening hours: Mon-Fri 8:00am - 0:00am

Sat-Sun 10:00am - 0:00am

www.zbmed.uni-muenster.de

> Zweigbibliothek Sozialwissenschaften (Social Sciences Branch Library)

Location: Scharnhorststraße 103 - 109

Opening hours: Mon-Fri 8:00am - 8:00pm

Sat 10:00am - 6:00pm

www.zbsoz.uni-muenster.de

> Haus der Niederlande (Centre for Dutch Studies / Branch Library)

Location: Alter Steinweg 6/7

Opening hours: Mon-Fri 9:00am - 6:00pm

www.hausderniederlande.de

Departmental and Institute Libraries

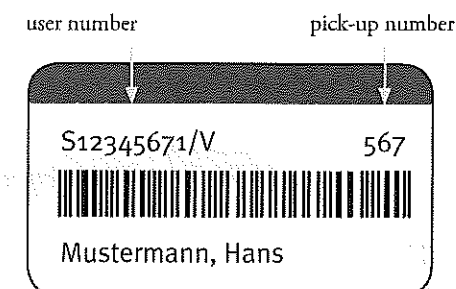
Departmental and institute libraries are reference libraries only.

To view the addresses and opening hours, please click on the location link given in the catalogue entry. For further information about the libraries' services, please see:

www.ulb.uni-muenster.de/bibliotheken-ms/

External users

If you are an external user, you may receive a library card free of charge.



apply
online in advance...

For registration information and online forms, please see
www.ulb.uni-muenster.de/online-anmeldung
Your library card will be ready for pick-up a few days later.

... or in person

You will obtain a library card at the Registration Desk in the Central Library or at any branch library. Your card will be issued immediately.

Please bring along

...your valid ID card or present passport and residence certificate for identification. Persons aged under 18 additionally need a declaration of consent signed by a parent or legal guardian as well as the parent's or legal guardian's valid ID card or passport (original or copy).

More details

For further details (e.g. registration forms, validity of library card, borrowing conditions, loss of library card), please see
www.ulb.uni-muenster.de/ausleihe/ausweis

Registration
opening hours

> Central Library ("Empfang und Anmeldung" = Registration Desk / Foyer):

Mon-Fri 10:00am - 1:00pm

Mon-Fri 3:00pm - 5:00pm, Thu additionally - 7:00pm

> Medical Branch Library:

Mon-Fri 8:00am - 4:30pm

> Social Sciences Branch Library:

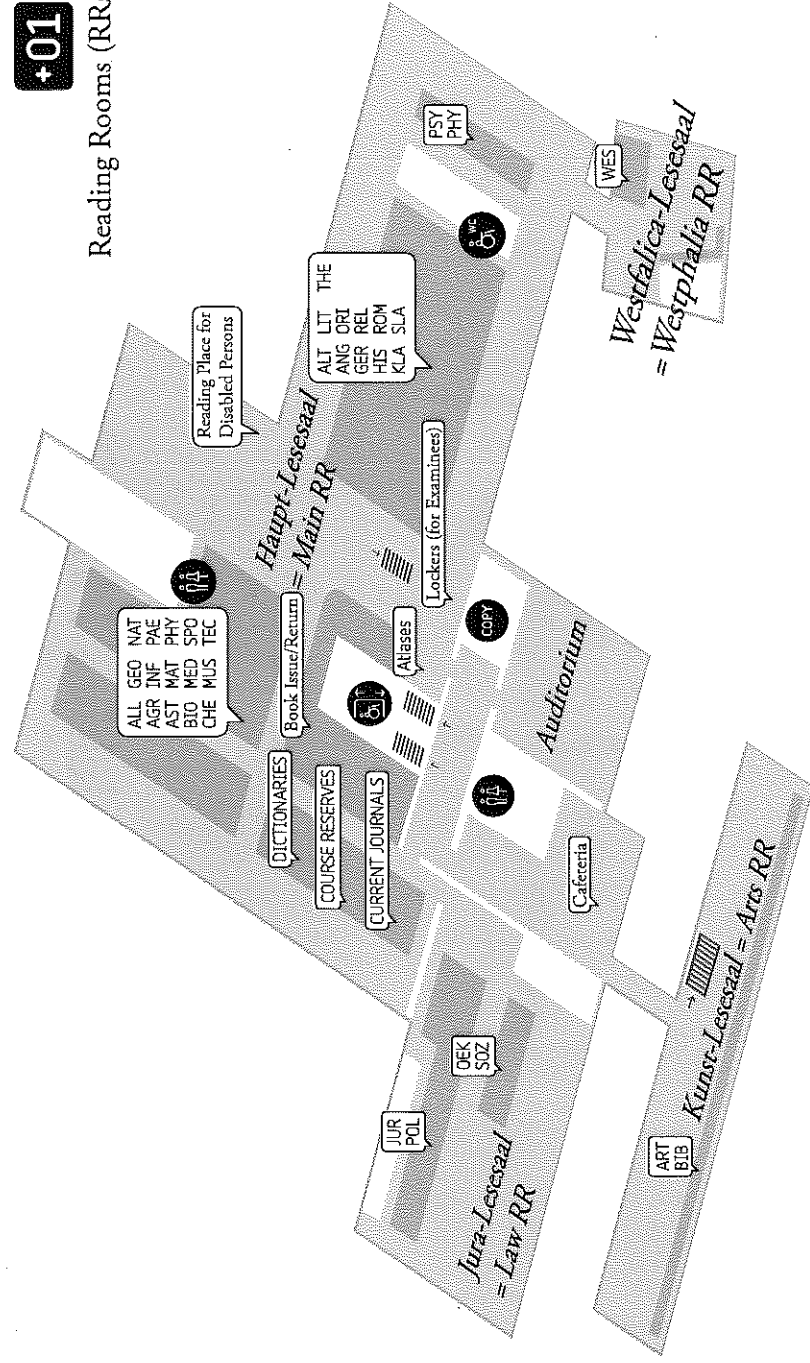
Mon-Fri 9:00am - 1:00pm

> Haus der Niederlande (Centre for Dutch Studies / Branch Library):

Mon-Fri 9:00am - 6:00pm (only if a librarian is present)

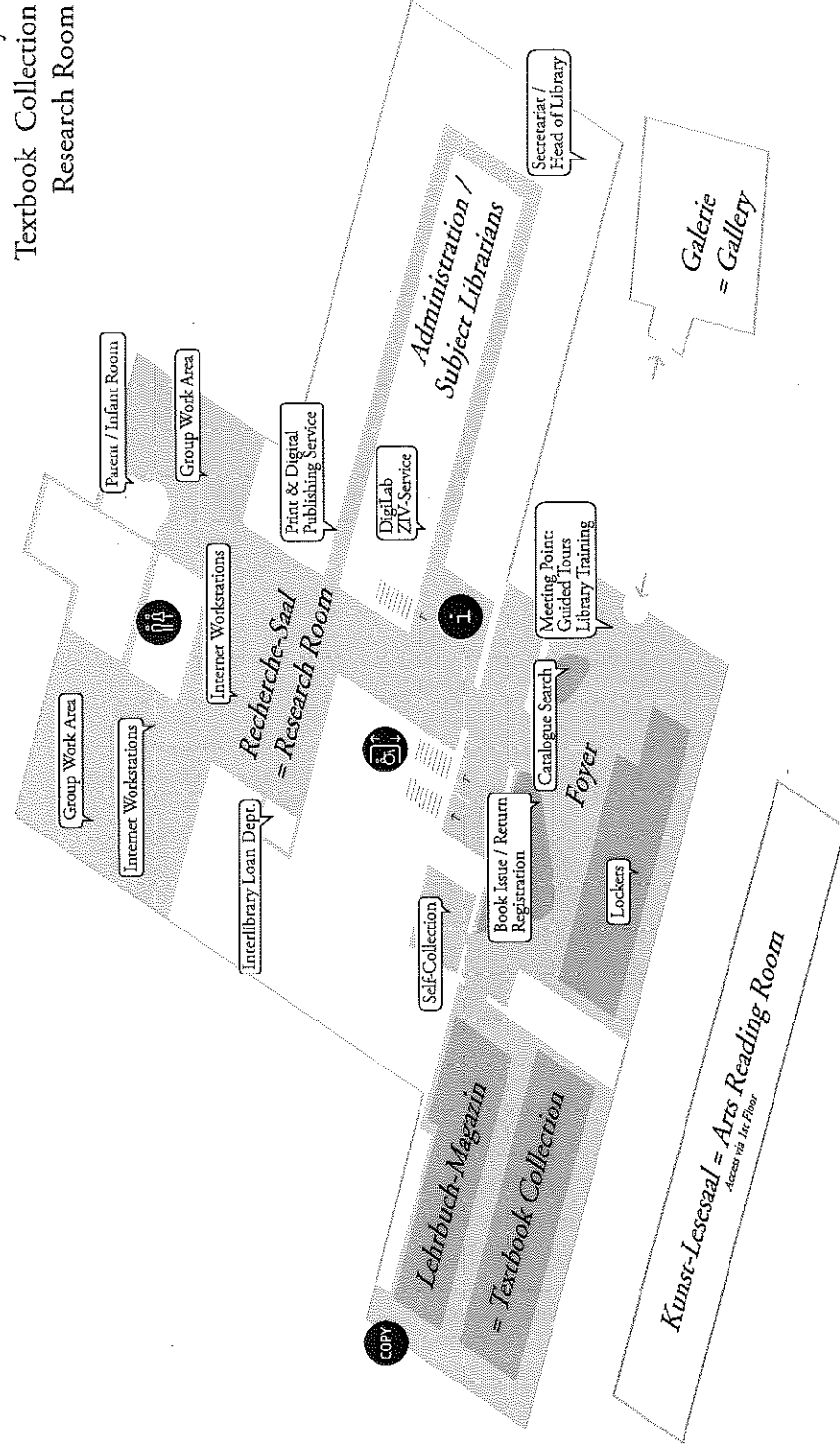
+01

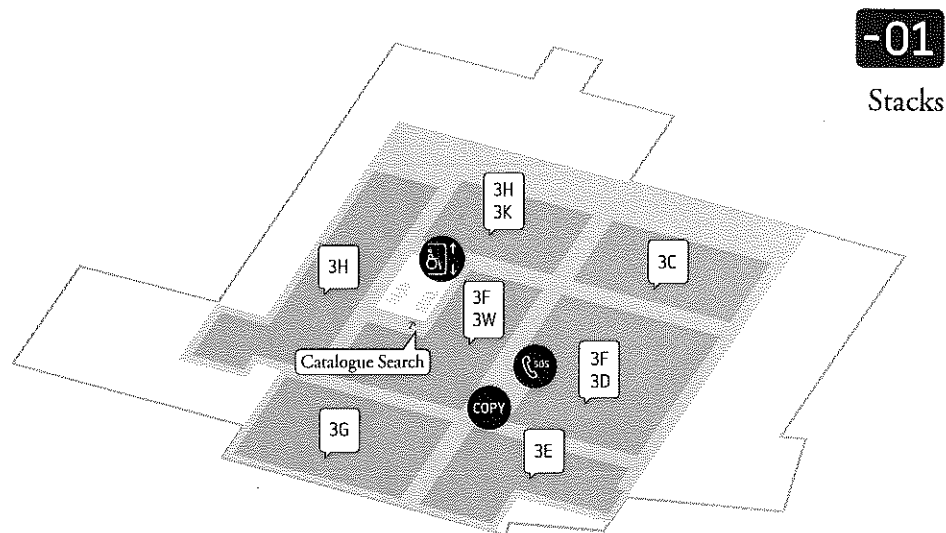
Reading Rooms (RRs)



EG

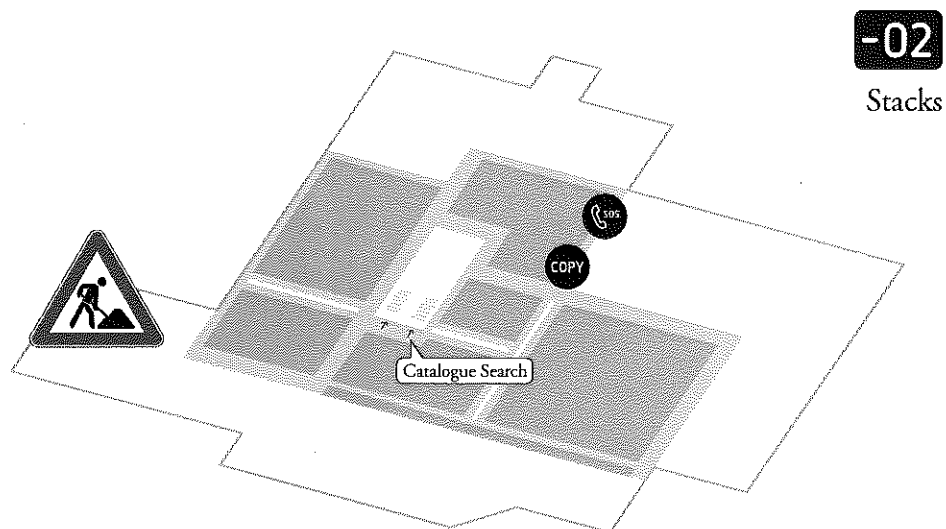
Foyer
Textbook Collection
Research Room






-01

Stacks



-02

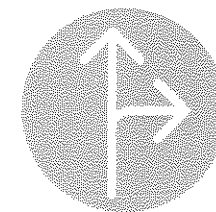
Stacks

 Currently this floor is being renovated, and we need to relocate books in order to make room for new titles. Instructions will help you find the respective shelf numbers: Z, ZB, ZD ...

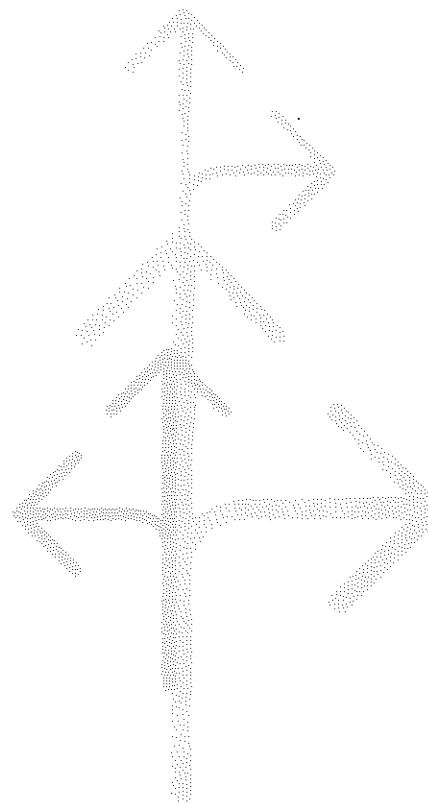
Universitäts- und Landesbibliothek Münster
Krummer Timpen 3
48143 Münster

Phone: +049 (0) 251 83 24040
info.ulb@uni-muenster.de
www.ulb.uni-muenster.de

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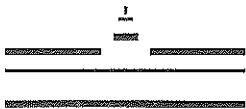


Found quickly - Floor Plans



WESTFÄLISCHE
WILHELMS-UNIVERSITÄT
MÜNSTER

ulb 
Universitäts- und
Landesbibliothek Münster



Library Card Information



Students at Münster University (WWU)

A

If you are a student at Münster University (WWU), your student card is also your library card. It is non-transferable. A student card without a photo is only valid along with a photo ID or passport.

User number and password

Your user number and password are the key to your library account and services. You will need them to request, reserve and renew items via the ULB catalogue, to place requests for interlibrary loans and when using the self-issue machines in the *Lehrbuch-Magazin* (i.e. Textbook Collection).

On the back of your student card you will find your **user number** in plain text as well as codified as a bar code. Each user number consists of 11 characters in the format: A12345678/Z. Please enter your user number as shown on your student card – using capital letters, slash included. If your user number ends in 0, please check if it is the upper-case letter O or the digit 0.

The first time you log in, your **password** is set by default to the first four digits of your birthday (in the format DDMM, e.g. "0112" would be the 1st of December). You will then be prompted to set up a new password (4-12 characters, case-sensitive). If you want to change your password again later, you can do so at any time by accessing your account in the ULB catalogue (*Konto > Benutzerdaten*, i.e. Your Account > user details).

Pick-up number

Reserved items, requested items from closed stacks, as well as items requested via interlibrary loan will be available for collection in the *Buch-Abholung* (i.e. Self-Collection Area) on the ground floor of the Central Library. To locate your items on the shelves, refer to the last three digits of your student number. This 3-digit number is your pick-up number: If your student number is 123456, your pick-up number is 456. Please note that there is no self-collect service in the Reading Rooms and in our branches; items are retrieved by library staff.

E-mail address

You may register up to two e-mail addresses by logging in to *Konto > Benutzerdaten*. One WWU e-mail address is required. (If you enter 2 private e-mail addresses, one of them will be replaced by your WWU address by default.) When reserved items and interlibrary loans become available, notifications are sent to each registered e-mail address. You will also receive reminders via e-mail 5 working days prior to the due date and one day after expiry of the loan period. Please note that overdue charges will accrue regardless of whether reminders were sent/received or not.

Borrowing conditions

The library card is valid for the Central Library and its branches (Medicine, Social Sciences, Centre for Dutch Studies). Furthermore, you can use your library card to borrow books from the Educational Institute Library. The loan period for books is 20 working days (Mon-Fri). You may renew items up to three times, provided that no one else has reserved them. The loan period for periodicals is 10 working days (Mon-Fri); renewing is not possible. You may borrow up to 50 items at a time from the *Lehrbuch-Magazin*.

Renewing items

Do it yourself: You can extend your loans by logging in to your account (*Konto*) in the ULB catalogue and clicking *Verlängerung* for renewal. Please note that it is not possible to renew items by telephone or e-mail. Printing out the page displaying the renewal due dates as your receipt is recommended. In the event of an error you will need to provide receipts as proof.

Overdue charges

Borrowing is free at ULB Münster. However, items returned after the due date will incur overdue charges even without a reminder. Each item overdue up to 10 (20, 30, 40) calendar days is charged at €2 (5, 10, 20). Library accounts will be blocked when the loan period is exceeded by more than 40 days or if outstanding fees and fines reach €50 or more.

Lost student cards

If your student card is lost or stolen, please notify ULB Münster immediately. You can do so in person at the Registration Desk (*Empfang und Anmeldung*) or Circulation Desk (*Ausleihe*) in the foyer, or by calling the Lending Department at +49 (0)251 83-24032 or at +49 (0)251 83-24027 (in the evenings and on weekends). You will be liable for any misuse of your lost and unblocked card. Please take reasonable care of your student card and prevent it from being damaged. Lost or damaged student cards can only be replaced at the Registrar's Office (*Studierendensekretariat*), at a charge of €15. Your replacement card needs to be activated again.

Change of personal details

You should report any changes in name and address to the Registrar's Office (*Studierendensekretariat*). ULB Münster will be notified by default. By entering *Konto > Benutzerdaten* in the catalogue you can check your user details at any time and make sure that they are correct.

Period of validity

The WWU student card is valid as a library card until the printed expiry date unless you reach the official end of your studies. You can remain a user of ULB Münster by applying for an external library card.

Contact us

If you have any questions, please feel free to contact Lending Department staff by phone at +49 (0)251 83-24032 (Mon-Fri 8:00 am - 5:30 pm) or by e-mail at leihstelle.ulb@uni-muenster.de.