

Audio-Tour ULB Central Library

Inhalt

Audio-Tour ULB Zentralbibliothek	1
Stopping Point Z01 – Using the Internet and printing services	2
Stopping Point Z02 – Interlibrary Loan	3
Stopping Point Z03 – Services for people with a disability	4
Stopping Point Z04 – Services for people with small children	6
Stopping Point Z05 – GEHORCHE KEINEM: Work of art at the University and State Library Muenster	7
Stopping Point Z07 – The Manuscript Reading Room	8
Stopping Point Z20 – Information for students and staff of the Geosciences	9
Stopping Point Z21 – Information for students and staff of Educational Studies ...	10

Stopping Point Z01 – Using the Internet and printing services

If you are a member of Muenster University, you can log in to our WiFi, which is provided throughout the library. In order to do so, you will need your user ID and your password for network access.

If you are not a member of Muenster University but belong to another university or educational institution, you might be able to use eduroam, an international roaming service in which a lot of institutions take part. Check with your home institution whether they participate in eduroam. If not, you could still log in to our GuestOnCampus Service, an open WiFi provided throughout the library. Please note that – if you use eduroam or GuestOnCampus – you're not logged in to the network of Muenster University. That means that you cannot access the databases and electronic resources we have licences for.

And what do you do if you want to print, copy or scan a document? Just use one of our multifunctional copiers and a flash drive. Copiers are located on the first floor in the copy room or in the basements. Please save files you want to print in jpeg or pdf format.

To pay for printed copies, you will either need your student ID card, or your mensacard or, alternatively, coins.

You can buy a mensa card at the stationary machine in the foyer. To top up your card, please use the machine next to the entrance of the Textbook Collection, the Lehrbuch-Magazin, on the ground floor. Scans are free of charge.

By the way: You can also use one of the copy shops near the library.

If you need more detailed information on how to use the PCs or on how to access full-texts and databases in our library, please feel free to ask us at the information desk in the *Recherche-Saal* on the ground floor.

Stopping Point Z02 – Interlibrary Loan

If you find that the book or article you need is not available in any Münster library nor accessible online, then you should use our interlibrary loan service. You can request a book or an article for 1.50 Euro with your student ID or library card. That is still a lot cheaper than buying it at a second-hand bookshop or from the Internet – if you can get it there at all.

Items available in Northrhine-Westphalia will usually be delivered within one or two weeks. If the items are not available within Northrhine-Westphalia, a request may take up to three weeks. If it is more urgent, you can use commercial suppliers like Subito. They will deliver the items directly to your home – however, a service like this is more expensive.

If the book or article is not available within Germany at all, we can even request items for you from abroad. However, this is slightly more expensive than a national interlibrary loan. But it still beats taking a plane or a train in order to get your book or journal article.

For more information on our interlibrary loan services please come and see us at the information desk in the Recherche-Saal on the ground floor or visit our website.

Stopping Point Z03 – Services for people with a disability

Do you need assistance in using the library because of a disability?

Or do you need tools for reading printed or hand-written texts?

We are glad to support you as far as possible and we provide the following services.

Wheelchair access to the library

To access the library, you can use the lift in the so called “Torhaus” on Krummer Timpen. If you ring the bell at the lift, we will open and run the lift for you. When you have left the lift, go straight on, with the main building on your left and the new reading room on your right. Then, at the corner of the main building, turn left. Between the revolving doors there is an automatic door. Please ring the bell and we will open the door for you.

If you come to the library on a regular basis, we can also provide you with a personal access card. Please contact us at the desk in the foyer on the ground floor. With this card you can operate the lift and the doors yourself. This is also true for the lifts accessing the reading rooms and stacks where most of the books are stored. Last but not least, you can also use the card - or a Eurokey - to use the disabled toilet. It is located in the reading room, the Haupt-Lesesaal, on the first floor.

Services for blind and visually impaired users

In the reading room on the first floor you can use an electronic magnifying glass. It makes it easier to read printed or hand-written texts and also offers some more features such as contrasting texts in different colours. It is easy to use the magnifying glass, and we are also happy to help if you need personal assistance. You can contact us at the desk in the Haupt-Lesesaal on weekdays from 9 am to 5 pm.

Finally, there is also a PC with special equipment for blind and visually impaired users at the university’s IT centre, the ZIV . For more information about this workplace, please contact the staff at the ZIV in the Einsteinstraße.

Individual Assistance and Support

Unfortunately, you cannot access every area of the University Library on your own. Therefore, we are happy to assist you personally, for example when using the catalogue or when borrowing books.

Please feel free to contact us at the information desk on the ground floor.

We are there to help you on weekdays from 9am to 5pm.

If you give us a call in advance, we can prepare for your visit and make sure we have enough time for you. The number is 83 24040 – and you can also find it on the audio-guide leaflet.

We hope these services are of use to you when working in the library. If you have any suggestions for improving our services, please let us know.

Stopping Point Z04 – Services for people with small children

Do you have a small child with you and would like to work in the library?

Then use the lift on Krummer Timpen and our “Eltern-Kind-Raum”, a special room for people with small children.

In the “Eltern-Kind-Raum” you will find a PC to work with as well as a comfortable playing area with toys, a changing table and a sink. There is also an armchair and enough space for a pushchair. You can use the “Eltern-Kind-Raum” while the library is open. To obtain the electronic key for the room, you need to deposit your library card or your ID at the desk in the foyer on the ground floor.

And how do you get access to the library with a pushchair?

To access the library, you can use the lift in the so-called Torhaus on Krummer Timpen. If you ring the bell at the lift, we will open and run the lift for you. When you have left the lift, go straight on, with the main building on your left and the new reading room on your right. Then, at the corner of the main building, turn left. Between the revolving doors there is an automatic door. Please ring the bell and we will open the door for you.

If you come to the library on a regular basis, we can also provide you with a personal access card. Please contact us at the desk in the foyer on the ground floor. With this card you can operate the lift and the doors yourself. This is also true for the lifts accessing the reading rooms and stacks where most of the books are stored.

We hope these services are of use to you while working in the library. If you have any suggestions for improving our services, please let us know.

Stopping Point Z05 – GEHORCHE KEINEM: Work of art at the University and State Library Muenster

Did you perhaps wonder about the huge red illuminated letters GEHORCHE when you first came to the library? “Gehorche” is an imperative and means “obey”. Only when you walk towards the entrance of the library and turn around the corner, the order changes into its opposite:

GEHORCHE becomes GEHORCHE KEINEM: Obey noone.

This work of art was donated by the State Chancellery of North Rhine-Westphalia. The chancellery commissioned the artist Babak Saed to design a work of art for the new library building. In 2009 GEHORCHE KEINEM was officially opened and has since then developed into a distinctive feature. The statement GEHORCHE KEINEM was critically discussed at the university and in Münster: Does it call for anarchism? Is it blasphemous?

The artist explains his work as follows: "It is essential to be open and able to change one's point of view, to question rules once learned and to create something new by breaking them". Dealing critically with information is important to him in this context. Therefore, the appeal GEHORCHE KEINEM at the entrance of the ULB - a place of information supply - seemed appropriate to him.

Stopping Point Z07 – The Manuscript Reading Room

You will find the manuscript reading room in the extension from the main reading room, i.e. behind the lockers, to the right of the red wall.

You're now standing in front of the Manuscript Reading Room, the so-called Handschriften-Lesesaal. Here you can consult the precious special collections of Muenster University and State Library as well as those of other libraries. You can, for example, read mediaeval manuscripts, literary remains, autographs and prints from the time before 1830. Our collections also include material of historical or artistic importance from the 18th to 21st centuries as well as old maps and printed music.

In the Handschriften-Lesesaal you have access to relevant manuscript and incunabula catalogues of German and foreign libraries. We also provide literature on palaeography, illumination, the history of letterless printing and book covers as well as literature on literary remains and mediaeval manuscripts.

Furthermore, older or rare books are to be used only in the Manuscript reading room: These items need to be pre-ordered through the ULB catalogue. (Certain interlibrary loans may also be restricted to library use.) As soon as an item is available, you will receive an email with all the details on how to pre-book an appointment. By the way, the requested items will be available during the whole loan period.

Stopping Point Z20 – Information for students and staff of the Geosciences

In our main reading room you will find relevant literature on the shelves labelled GEO – but you will find more in other sections as well. On the pillar you will find a list of abbreviations of academic disciplines which might also be of interest to geoscientists.

Literature concerning soil science is shelved under “Agrarwissenschaften” – Agricultural Studies - and is labelled AGR.

Remote sensing is shelved under “Physik” – physics – and is labelled PHY.

Mineralogy as well as geochemistry are shelved under “Chemie” – chemistry – and are labelled CHE.

Atlases, on the other hand, are kept in a separate area of the reading room.

Stopping Point Z21 – Information for students and staff of Educational Studies

In our main reading room you will find literature on Education on the shelves labelled PAE. Pass the reading room desk in the Haupt-Lesesaal and enter the aisle between the shelves in front of you. The books on Education are located to the left, at the back of the Haupt-Lesesaal.

But there are some more places you should visit. There is the Textbook Collection, the Lehrbuch-Magazin, here in the ULB, and there is the library of the Institute of Educational Science in the Bispinghof.

If you are interested in topics which are related to social pedagogy or the social sciences, visit the Social Sciences Branch Library on the Scharnhorststraße. You can find out the exact address on our website.