

## **Audio-Tour ULB Zentralbibliothek**

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## Stopping Point 01: Introduction

Welcome to The University and State Library of Münster, more commonly known as the „ULB“.

With this audio tour, we would like to introduce you to our most important services. We will tell you how to get your library card, how to find books and journals, and how to use the online resources such as electronic texts and databases. We will also show you how to use these facilities inside the library and anywhere else you happen to be.

The tour is divided into two categories.

The main tour provides you with general information about the library. This part will take about 30 minutes.

It is up to you whether you follow the recommended order, or choose the stopping points to suit your individual needs and interests. At each stopping point, you will be provided with the relevant information.

In addition to the main tour, there is further information concerning our library services, such as for people with special needs. These additional files are labelled with the letter Z.

The accompanying leaflet to the audio tour contains a floor plan of the ULB in which all stopping points are indicated.

No matter which stopping points you are going to choose, we hope you'll enjoy the tour through the ULB. Should you have any questions, we are always happy to help - either at the desk in the foyer or at the information desk in the Ground floor reading room.

If you need certification that you have completed the audio tour, you can take part in our online test. You will find the link and further information in the audio tour leaflet.

To continue, just stay here in the foyer and chose the second file of our audio tour.

## Stopping Point 02: The Foyer – Das Foyer

You are now standing in the foyer of the library. Here, you can lock up your belongings as well as borrow and return media. From here, you can reach the most relevant departments of the library.

Right next to the lockers, you will find a pay machine. So you can settle any library fines you may have accumulated here.

At the wall on the other side you can see our stationery machine. Here you can buy a variety of useful things for your work: flash-drives, index cards, markers, transparent library bags, mensa cards to pay for your copies – but also tissues and other sanitary products.

The most important part of the foyer, however, is the large issue desk where you can borrow and return your items. During opening hours, there will always be someone at the issue desk.

The last counter at the far end of the foyer belongs to the Buchabholung, this is a Self Collect area. As its name already suggests: here you will collect your books – to be more precise - the books you already ordered online via our catalogue, because they had been on loan – or kept in closed stacks. In the Self Collect area, you will also collect books ordered through interlibrary loan.

The ULB is open each day of the week. Some services may have different opening times, and during exam periods opening times are extended. We will keep you in the loop on our website.

Just one more thing: You can keep borrowed books for up to four weeks, and, providing no one else needs them or has placed them on hold, you may extend your loan period by yourself. This works until the maximum loan period is reached. This is specified in your library account.

You can continue with our audio tour in the Ground floor reading room, the Erdgeschoss-Lesesaal. There, you will find out why most of our books are not arranged thematically.

Please proceed through the gates and go through the glass door into the Ground floor reading room.

### **Stopping Point 03: The Ground Floor Reading Room – Der Erdgeschoss-Lesesaal**

Here in the Ground floor reading room you will find our information desk for personal consultation and the registration desk, some research PCs and some of the individual workstations. Feel free to take a look around.

There are stand-up PCs next to the pillar which you can use to look for books, journals and other media belonging to the library. Due to the fact that the books are not shelved thematically, but by size and acquisition numbers, it is impossible to find the right book without using our catalogue - KatalogPlus. It provides you with the necessary shelfmark and the location of the books. This is not only possible here in the library: Of course, the catalogue is freely accessible via our website around-the-clock.

Another important thing to point out about our catalogue is that it does not just list the media that can be found in the central library itself. All the media located in our decentralised libraries are listed in this catalogue, too. You can also find e-books, e-journals and databases via the KatalogPlus.

University members can access licensed electronic resources of the ULB from their own device. The prerequisite is that you have connected your device to the WiFi - or from home via VPN - to the university network. You can find information on this on our website in the service area under "Network access".

External users can access e-books, e-journals and databases at the PCs opposite the information desk.

Why not try our following practice example right now? (You can find bibliographical details printed on the Audiotour flyer or on our Audiotour website). Here we go: Look for the most recent edition of the book "A student's introduction to English grammar".

Write down the title's shelfmark and its location, and try to find the book in the open stacks on the basement floor (the Magazin) or in the textbook collection (the Lehrbuch-Magazin).

In other words, without the catalogue you are lost. If you want to become more familiar with it, try out our elearning courses such as our webquests. You can find more information about our trainings and courses on our website – just klick on the ULB-Tutor.

Should you have any further questions concerning our services, or any problems with your research, just ask us at the information desk next to the entrance here in the Ground floor reading room. We'll be happy to help you.

And what else? In the back of the room you will find individual workstations that can be used spontaneously. Advance reservation is not possible. You can find more information about the workstations in the stopping point "Working in the reading room".

By the way: Toilets are located here, at the end of the Ground floor reading room. And there are also toilets on the first floor in the Reading Room and the Reading room foyer.

The next stopping point of our tour is the Textbook Collection, das Lehrbuch-Magazin, where you will find general literature for your studies. To get there, go back to the lockers in the foyer, then turn right and go straight on to the Textbook Collection.

## **Stopping Point 04: The Textbook Collection – Das Lehrbuch-Magazin**

You are now standing in the textbook collection of the ULB.

Here we offer basic study materials that are on high demand. There are multiple copies of the books that are used most frequently so that everyone should get access to what they need.

Feel free to take a look around. Perhaps you have already noticed from the shelf labelling that the media in this section is arranged thematically. This way, you can simply browse the bookshelves for literature that interests you and is relevant to your field of study.

To the far right, there is a photocopier which you can use with your student ID card or mensa card.

Have you looked for our practice example from stopping point 3 yet? You should be able to find it here, unless it's already on loan.

You can borrow the textbooks directly from the counter in the foyer.

By the way, next to the entrance of the textbook collection, you will find a machine which you can use to transfer money onto your student ID card or mensa card.

The next stopping point of the tour are the stacks on the first basement floor, where a large part of our borrowable books are located. To get to the basement, walk past the counter in the foyer again and take the left door to the main staircase next to the entrance to the ground floor reading room.

## **Stopping Point 05: The Open Stacks in the basements – Die Magazine in den Untergeschossen**

You have now reached the basement of our library. Here, on the first basement floor you can find books that are frequently borrowed. A floor plan, next to the entrance door, helps you to find your way and locate the shelfmarks you need.

Feel free to look around. In this section, the books are not arranged thematically but by size and acquisition numbers. This system enables us to store a large number of books in a relatively small space. It is not possible, therefore, to browse the bookshelves thematically. You always need the exact shelfmark in this section of the library. The shelfmarks on the first basement floor always start with a “3” followed by a letter, for example: 3H, 3K or 3 L.

Did you already look for our practice example from stopping point 3? You should also be able to find it here in the stacks in the first basement - unless it is on loan.

Now for some additional information concerning our second stack-room on the second basement floor. It’s up to you whether you want to listen to the audio file here, or on the second basement floor. If you want to go to the second basement floor to have a look around, please use the main stairwell.

The second basement floor contains more books and bound volumes of journals that are frequently in circulation. The volumes are arranged by size and acquisition numbers, just as they are on the first basement floor. Typical journal shelfmarks are: ZD, or simply Z. Volumes of journals, which are not available in this basement floor, must be ordered via the catalogue. Current journals are located in the Reading Room, the Lesesaal, on the first floor.

Please note that some journals can be borrowed for four weeks, while others cannot be borrowed at all. The latter are labelled “nicht ausleihbar”. By the way, we offer many journals as electronic copies. You can access them directly via our KatalogPlus – provided that your PC or mobile phone has been connected to our university network.

As on all floors of the library, copiers are also provided in the basement floors so that you can scan or copy the articles you need. Just follow the corresponding markings on the floor. They will lead you to the copiers.

In the second basement, you can find floor plans that direct you so that you don’t get lost.

When you have chosen your items, take them to the desk in the foyer to have them issued to your library card.

To continue with the next stopping point of our tour, the Reading Room Foyer, the Lesesaal-Foyer, use the main stairwell and go to the first floor.



## **Stopping Point 06: The Reading Room Foyer – Das Lesesaal-Foyer**

You are now standing in the reading room foyer. From here you can reach the reading rooms, the Lesesäle, the auditorium, the copy room and the cafeteria.

Near the full-length windows, you will find the copy room of the ULB. You can pay for copies using your student ID card, your Mensa card – or by inserting coins.

If you do not want to spend any money, why not scan the texts you need? Please use either the copiers or the e-scan machine in the DigiLab. Please bring a USB stick if necessary. Instructions on how to do this can be found above the copiers.

Next to the copy room there is the auditorium in which several ULB trainings take place. These trainings will help you to search the catalogues and databases as well as to find relevant sources for your work. We can also provide you with information on referencing software – which is a great way to save time and effort when writing your academic papers. Please note that usually our trainings are in German only. For more information about our trainings and e-learning courses, please have a look at our website or ask us personally at the information desk in the Ground floor reading room.

In the cafeteria you will find the next stopping point of our audio tour.

## **Stopping Point 07: The Cafeteria and Westfalica Reading Room Die Cafeteria und der Westfalica-Lesesaal**

Here in our cafeteria, you will find everything you might need for a short break: teas, coffees, and sweet and savoury snacks.

There are even regional and national newspapers for you to read. Older editions of the newspapers and other newspapers can be found in the newspaper archive, “Zeitungs und Pressearchiv”, - ZUP for short. Please consult the corresponding website of the ZUP for opening times and services. Quite a number of the newspapers are available online, and the necessary links are listed in our catalogue.

If you go through the cafeteria, you will reach the Westfalica reading room, Westfalica-Lesesaal. The ULB is the regional library of Westphalia. Therefore it has a rich collection of media about and from the region. The most important materials are located in this area.

By the way, - there you’ll also find workplaces that you can reserve.

If you go back to the entrance of the reading room foyer and turn left through the door to the reading room, you will reach the next stopping point of our tour.

## **Stopping Point 08: The Group Room – Der Gruppen-Saal**

The group room provides you with a choice of different workspaces. If you want to work undisturbed there are soundproof study pods. You can reserve the study pods via the seat reservation service on the ULB website. Alternatively, you can use our blue study booths which are not soundproof but provide you with a quiet working area. There are also tables and chairs which you can arrange as required.

And here we kindly ask you: If there are few or no free workplaces, please find a solution that suits needs of all the people involved. So please be considerate and respectful to each other and help us create a comfortable learning atmosphere.

By the way: The books on the shelves belong to the subject Biology.

Return to the Reading Room. The next stopping point of our tour is located at the pillar right next to the stairs down to the Ground floor reading room.

## Stopping Point 09: The Reading Room – Der Lesesaal

You are now standing in the library's Reading room, with individual workplaces and the ULB's large non-lending collection. The Reading room is the central study area here in the library. Feel free to have a look around.

Some of the individual workstations can be reserved - just like in the Westfalica Reading Room. Simply secure your place online via our Seat Reservation Service on the ULB website - otherwise you will have to release it as soon as someone with a reservation claims this place. This is also possible for the soundproof study pods in the Group Working Area.

The individual workstations along the windows and opposite the stairs to the Ground floor reading room are for free use. These places cannot be reserved. Please take note: First come, first served.

During exam periods, there are special disks – the so called “Pausenscheiben” are available at every workplace. These disks allow you to leave your workplace for up to half an hour at a time. At lunchtime, you can even take a break for one hour. With these disks, we want to make sure that – as far as possible – everyone who needs a desk to work at will find one, even in our rather busy reading rooms.

The whole area of our library is equipped with Wi-Fi. If you are a student or employee at Muenster University, you can use the internet here, as well as access all the e-books, articles and databases that the ULB has subscribed to. If you have any questions, feel free to ask at the Information desk.

Of course, there have to be some rules for a frequently used area such as our reading rooms. Please mute your mobile phones and try to avoid loud conversations. You are allowed to drink at your workplace, as long as you use leak proof and sealable containers, but food is not permitted.

Many students like to use the library to study for their final exams. The lockers in the reading room have been designated to exam candidates so they can store their books on loan and other learning equipment.

What kind of literature can you find in the reading rooms?

If you like, you can take a look around. Here in the Leseaal there are universal and subject-specific reference books, handbooks, textbooks and other basic literature - for

all subjects. All users of the ULB should be able to use these holdings at any time. For this reason, you cannot borrow the books here. You will often find other borrowable copies in the stacks.

On the shelves you will see the abbreviations of the different subjects attached so that you can quickly find the books you are looking for. For example: CHE is chemistry and PHI is philosophy. You will find the exact shelf marks in the KatalogPlus and our shelving system. Have a look at our website if you need more information on our classification system and the related academic disciplines.

This is also where we keep the current journal issues, atlases and Course Reserve Collections (Semesterapparate). You can find the locations of the collections in our flyer.

You have ordered a book in the catalogue that you can only look at in the reading room? The items will be available for you to look at in the manuscript reading room.

You will find the manuscript reading room in the extension from the reading room on the 1st floor, meaning , behind the lockers, to the right of the red wall.

## **Stopping Point 10: The Manuscript Reading Room – Der Handschriften-Lesesaal**

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 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 and rare books are to be used only in the Manuscript reading room: These items need to be pre-ordered through the catalogue. Certain interlibrary loans may also be restricted to library use. As soon as an item is available, you will receive an email with further details. By the way, the requested items will be available during the whole loan period.

The last stopping point of our audio tour is once again located in the ground floor reading room. Just go down the stairs and head towards the information desk.

## **Stopping Point 11: The DigiLab and Information Desk – Das DigiLab und die Information**

The last stopping point of our audio tour is the DigiLab and Information Desk in the ground floor reading room.

The DigiLab is located next to the stairs. The computer workstations in this section of the library have special functions. You can use the PCs to scan, design graphics, work on multimedia software, and much more. The e-scanner is particularly easy on the books. Please bring a USB stick with you for this.

Should you encounter any technical problems or have any questions, you can use the phone in the DigiLab and call the service number.

If you have any other questions, feel free to ask at the Information Desk in front of the DigiLab. From Mondays to Fridays you can either ask us personally or phone us.

The phone number and e-mail address can be found on our leaflets in the display rack next to the Information desk. Just have a look at them later and see what you are interested in. If you have any questions concerning a literature search on a specific topic, you are always welcome to ask at the Information Desk or to contact our subject librarians; they are familiar with the literature of their field and can answer any tricky questions.

Besides this audio tour the ULB also offers many tutorials and trainings. To get started you can work on our online webquest in order to make yourself familiar with the most important search tools. We can also show you how to search precisely and efficiently within our databases, and how to organise your search results. At the Information Desk you can learn more about our tutorials and trainings, or you can go online and visit our website.

If you need certification that you have completed the audio tour, you can take part in our online test. You will find the link and further information in the audio tour leaflet.

Finally, our tour has come to an end. More detailed information, for example about our printing services or the ULB WIFI, is available in our additional audio files. But for now, thank you for listening. We hope you will visit us again soon!