

## **Audio-Tour ULB Zentralbibliothek**

### **Inhalt**

Audio-Tour ULB Zentralbibliothek .....	1
<b>Stopping Point 01: Introduction</b> .....	2
<b>Stopping Point 02: The Foyer – Das Foyer</b> .....	3
<b>Stopping Point 03: The Ground Floor Reading Room – Der Erdgeschoss-Lesesaal...</b>	4
<b>Stopping Point 04: The Textbook Collection – Das Lehrbuch-Magazin</b> .....	6
<b>Stopping Point 05: The Open Stacks in the basements – Die Magazine in den     Untergeschossen</b> .....	7
<b>Stopping Point 06: The Reading Room Foyer – Das Lesesaal-Foyer</b> .....	9
<b>Stopping Point 07: The Cafeteria and Westfalica Reading Room Die Cafeteria und     der Westfalica-Lesesaal</b> .....	10
<b>Stopping Point 08: The Group Room – Der Gruppen-Saal</b> .....	11
<b>Stopping Point 09: The Reading Room – Der Lesesaal</b> .....	12
What kind of literature can you find in the reading rooms?.....	13
<b>Stopping Point 10: The Manuscript Reading Room – Der Handschriften-Lesesaal</b>	14
<b>Stopping Point 11: The Information Desk – Die Information</b> .....	15

## 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 of our Central Library. 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 accessibility. These additional files are labelled with the letter Z.

Do you also need proof of participation or an overview map of all the stopping points? You can find more information on our audio tour website or in the downloadable audio tour flyer. Printed copies of the latter are available on the shelf diagonally opposite the information desk.

No matter which stopping points you are going to choose, we hope you'll enjoy the tour through the central library of 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.

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. Where you can settle any library fines you may have accumulated.

If you turn around, you will see our stationery vending machine on the opposite wall. Here you can buy a variety of useful things for your work: flash-drives, index cards, markers, 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 so called “Buchabholung”. Here you collect and borrow your books – to be more precise - the books you already ordered online via KatalogPlus, because they had been on loan – or kept in closed stacks. You will also obtain your interlibrary loan requests here which are available for borrowing.

The central library is usually 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 many useful services: for example our information desk for personal consultation and library registration, some research PCs, and individual workstations. Feel free to take a look around.

Two of the stand-up PCs to the furthest right here near the pillar, are designated for an initial quick search in our catalogue - KatalogPlus. You can use them to look for books, journals and other media belonging to the library. Please keep in mind: 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 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, KatalogPlus is freely accessible via our website around-the-clock.

Another important thing to point out about KatalogPlus is that it does not just list the media that can be found in the central library itself. It also covers publications from decentralized libraries across university institutes and faculties.

Why not try our following practice example right now? You can find bibliographical details printed on the Audiotour flyer or on our Audiotour website.

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).

Please note that you can find e-books, e-journals and databases via KatalogPlus as well.

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. Instructions for connecting can be found on our website under "Access to the university network and use of e-resources".

External users may only access e-books, e-journals, and databases on the remaining standing PCs close to the pillar. To log in on these devices, please use your separate login credential called "Anmeldekennung", which you received together with your library card.

In other words, without the catalogue you are lost. If you want to become more familiar with it, try out our self-study courses and trainings You can find more information about it 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 9 "The Reading Room".

Please look around, you will also find the textbook sales area, a drinking water dispenser and the parent-child room.

By the way: there are toilets not only at the back of this room, but also on the first floor in the reading room foyer and in the main reading room.

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 Central Library.

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.

Have you looked for our practice example from stopping point 3 yet? Bibliographic details are on our Audiotour flyer or on our website. 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. Please proceed now upstairs to the open stacks area, which stores many of our circulating books. 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**

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 KatalogPlus. 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 access the reading rooms, the Lesesäle, the auditorium, the copy room and the cafeteria. Through the windows, you can already see the copy center.

At the multifunction printers in the copy center, you can create copies, scan documents, and print files. A book-friendly scanner is also available. Make sure to bring a USB drive to transfer files. Detailed instructions for operating the machines are displayed.

For University of Münster students and employees, multifunction printers provide extra features like Follow-me printing, Scan2Mail and integration with their sciebo accounts. With Follow-me printing, users can send documents to the printer from their own devices and release them for printing upon arrival at the device.

Creating scanned copies is completely free.

To pay for copies or prints, use the balance on a MensaCard or your student ID card. Additionally, certain machines accept coins. Pick up a MensaCard at the vending machine located in the foyer. Top up your credit using the loading machine found in the foyer on the ground floor of the Central Library, near the entrance to the textbook collection.

Next to the copy room there is the auditorium in which several trainings of the Central Library 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.

Head to the cafeteria for the next stop on the 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 newspaper editions should be ordered. Quite a number of the newspapers are available online, and the necessary links are listed in KatalogPlus.

Passing through the cafeteria, you will arrive at Westfalica reading room., Westfalica-Lesesaal.

This space provides quiet, focused work environments and specialized literature pertaining to the region. Given our role as a comprehensive archive of materials related to Westphalia, we maintain extensive holdings relevant to local history and culture.

By the way - the workplaces can be reserved in advance.

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**

In this area, several options exist for collaborative work, including soundproof booths, blue lounges, and traditional tables designed for group projects. Soundproof booths require advance booking through our online reservation system.

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. You are allowed to drink at your workplace, as long as you use leak proof and sealable containers, but food is not permitted.

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 Central library's Reading room, with individual workplaces and the 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 give up your seat as soon as someone with a reservation claims it. 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.

You can check whether your seat is currently reserved via a QR code at each seat.

During exam periods, there are special disks – the so called “Pausenscheiben”. These are available at every workplace and they 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 busier reading rooms. Incidentally, the “Pausenscheiben” also apply to the individual workstations in the first floor reading room.

Students and employees of the University of Münster can use the university WiFi with the name uni-ms. To log in, you will need your university ID and a network access password. You can create this in the CIT IT portal. If you have any questions or problems, please contact the CIT staff.

In many cases, members of other universities can use the international university network eduroam. You can find out how to log in to this network from the IT service of your respective university.

There is also an open WiFi, GuestOnCampus, available. Please note that the eduroam and GuestOnCampus WiFi networks are not part of the university network and therefore do not provide access to licensed ULB e-resources.

University members can borrow a reading room locker and store their borrowed books and other learning materials there. Please contact the staff at the information desk on the Ground floor reading room.

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.

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 consult 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 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, dictionaries and Course Reserve Collections (Semesterapparate). You can find the locations of the collections in our flyer or on the floorplan at the Audiotour website.

You have ordered a book in Katalogplus 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.

You will also be able to obtain items from the reading room that you have previously requested via KatalogPlus or interlibrary loan. We will inform you in our notification email about the details of where and how you can view the titles.

The freely accessible shelves contain a thematically appropriate reference library: literature on palaeography, book illumination, the history of book printing and book binding as well as secondary literature on estates and manuscripts.

Take a look, even if you don't have any orders in the manuscript reading room. We will be happy to provide you with further information and answer your questions at our counter. The current service hours of the manuscript reading room can be found on our website.

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 Information Desk – Die Information**

If you have any questions, feel free to ask at the Information Desk. We will be happy to help you.

From Mondays to Fridays you can either ask us personally or phone us.

The phone number, the e-mail address and the current service times can be found on our website.

You can also 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 self-study course in order to make yourself familiar with the most important search tools. We can also show you how to search precisely and efficiently within 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 on our website or in the audio tour leaflet.

Finally, our tour has come to an end. Thank you for listening to us for so long - we wish you a pleasant day. We hope you will visit us again soon!