

## **Audio-Tour ULB Zentralbibliothek**

### **Inhalt**

Audio-Tour ULB Zentralbibliothek .....	1
<b>Stopping Point 01 – Introduction</b> .....	2
<b>Stopping Point 02 – The Foyer</b> .....	3
<b>Stopping Point 03 – The Research Room – Recherche-Saal</b> .....	5
<b>Stopping Point 04 – The Textbook Collection – Das Lehrbuch-Magazin</b> .....	7
<b>Stopping Point 05 – The Self-Collection Area – die Buchabholung</b> .....	8
<b>Stopping Point 06 – Open Stacks in the basements - Magazine</b> .....	9
<b>Stopping Point 07 – Reading Room Foyer – Lesesaal-Foyer</b> .....	11
<b>Stopping Point 08 – Cafeteria and Westphalia reading room</b> .....	12
<b>Stopping Point 09 – The Group work room – Der Gruppen-Saal</b> .....	13
<b>Stopping Point 10 – Working in the reading rooms</b> .....	14
<b>Stopping Point 11 – Special Features of the Haupt-Lesesaal</b> .....	16
<b>Stopping Point 12 – DigiLab and Information Desk</b> .....	17

## 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.

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.

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

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.

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 happy to help you - either at the desk in the foyer or at the information desk in the research 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

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. You can use one of the black baskets to carry your material around.

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

Please note that the machine will only accept bank cards but not cash. Payment can also be made by bank transfer. If there are any outstanding fees or fines on your account, you will be notified by email and provided with all necessary details.

Now turn round towards the entrance doors.

At the wall 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, so you can borrow and return media up to half an hour before the ULB closes.

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 cannot find in the stacks, as they are kept in stacks with restricted access.

This kind of media can be ordered through our catalogue and can be collected in the self-collect area about two days later. You will receive an email notification as soon as the items are ready for pickup. In the Self Collect area, you will also collect books ordered through interlibrary loan.

The ULB is open every 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 renew your loan five times.

You can continue with our audio tour in the research room, the Recherche-Saal. There, you will find out why most of our books are not arranged thematically.

Please proceed through the gates next to the large flat-screen and go through the glass door into the Recherche-Saal.

### Stopping Point 03 – The Research Room – Recherche-Saal

Here in the Research room, Recherche-Saal, you can find all the important sources for your literature search as well as individual workplaces. 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. It provides you with the necessary shelfmark and the location of the books.

Another important thing to point out about our catalogue is that it does not just list the media that can be found in the ULB itself. All the media located in our branch libraries, as well as in the different institute and departmental libraries, are listed in this catalogue, too.

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

Why not try our following practice example right now? (You can find bibliographical details printed on the Audiotour flyer and 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*).

When looking for e-books or electronic articles, it's best to use our search engine disco on our homepage. Why? Well, you won't find any articles in the catalogue, least of all electronic ones. And there are also some e-books that you will only find in disco.

Here in the Research room you will find individual workstations provided with plugs for your laptop, and of course, you can access the internet: WiFi is available throughout the library.

And here we kindly ask you: As the Recherche-Saal is a quiet working area, please be considerate and respectful to each other and help us create a comfortable learning atmosphere.

You would like to use our licensed e-books, e-journals or databases?

This is possible for Münster University members from their own device. Prerequisite: The device is connected to the university network via WiFi - or from home via VPN. For more details and links, please check our website under "Network access".

The Internet PCs opposite the information desk are primarily intended for our non-university users to access our Online-Ressources.

Please note that e-books and e-journals cannot be accessed at the stand-up PCs.

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 Recherche-Saal. We´ll be happy to help you.

By the way: Toilets are located here, at the end of the Recherche-Saal. And there are also toilets on the first floor in the Main 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 Lehrbuch-Magazin.

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

You are now standing in the Lehrbuch-Magazin 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 Lehrbuch-Magazin, you will find a machine which you can use to transfer money onto your student ID card or mensa card.

The fifth stopping point of the audio tour is currently not accessible. Therefore, please go directly to the sixth stopping point of the tour in the Magazine 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 Recherche-Saal.

## **Stopping Point 05 – The Self-Collection Area – die Buchabholung**

The fifth stopping point of the audio tour is currently not accessible.

## Stopping Point 06 – Open Stacks in the basements – Magazine

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.

Have you already looked 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, which contains not only books, but also bound volumes of journals. 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 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 Main Reading Room, the Haupt-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”.

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. There are also PCs for accessing the library catalogue.

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 07 – Reading Room Foyer – The Lesesaal-Foyer**

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

Near the full-length windows, you will find the Copy room of the ULB. You can pay for copies by 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 copy room. Other e-scanners can be found in the Recherche-Saal and in the DigiLab on the ground floor. If you are enrolled at Muenster University you can also use the service “scan to mail”. 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 free 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 Recherche-Saal.

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

## **Stopping Point 08 – Cafeteria and Westphalia reading room**

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 are in the ZUP, which is an abbreviation for our newspaper archive. The address and opening hours of the archive can be found on our homepage. 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 Westphalia 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 Lesesaal-Foyer and turn left through the door to the Haupt-Lesesaal, you will reach the next stopping point of our tour.

## **Stopping Point 09 – The Group work area – Gruppenarbeitsbereich**

The group work area provides you with a choice of different workspaces. If you want to work undisturbed there are soundproof study pods. Alternatively you can use our blue study booth which are not soundproof but provide you with a quite 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.

## Stopping Point 10 – Working in the reading rooms

You are now standing in the library's main reading room, the Haupt-Lesesaal, with individual workplaces and the ULB's large non-lending collection. The Haupt-Lesesaal 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 Westfalia 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 research room are for free use. These places cannot be reserved. Please take note: First come, first served.

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 articles and databases that the ULB has subscribed to. If you have any questions, feel free to ask at the Information desk.

During exam periods, there are special disks – the so called “Pausenscheiben” - 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.

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 Haupt-Leseaal there are universal and subject-specific reference books, handbooks, textbooks and other basic literature - for all subjects.

This is also where we keep our Course Reserve Collections (*Semesterapparate*), previous university calendars (*Vorlesungsverzeichnisse*), the dictionaries and the atlases. You can find the locations of the collections in our flyer.

Now turn right towards the stairs to the ground floor. In the pigeon hole cabinet (with front flap lids) you will find current issues of some of our printed journals and magazines.

The journals are arranged by subject and class mark number. The pigeon holes are labelled accordingly. And how do you know which shelf is the one you need? There is a hint in the catalogue: To get the appropriate shelf number, check the availability details. And please remember: Most of our journals can only be accessed online.

The next stopping point of our tour is located at the pillar right next to the stairs down to the Recherche-Saal.

## Stopping Point 11 – Special Features of the Haupt-Lesesaal

For your orientation, we have listed the abbreviations of the university's academic disciplines on the pillar next to the stairs leading to the ground floor. They will help you find the corresponding section of your choice in the shelves of the reading rooms. For example: CHE is chemistry and PHI is philosophy.

Have a look at our website if you need more information on our classification system and the related academic disciplines.

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.

You have ordered a book in the catalogue that you can only look at in the reading room? As soon as the books are ready for you, you will receive an e-mail with all the details for an appointment. The items will be available for you to look at in the manuscript reading room. You will find it in the annex, that is behind the lockers, to the right of the red wall.

The literature you have ordered is available for the entire loan period. This way, you can also use media you ordered from other libraries via interlibrary loan which are for library use only.

The ULB also holds a large collection of rare books and manuscripts in our manuscript reading room. For more information, please visit our additional station for the manuscript reading room Z07. To find the stopping point, you can check the location map of the audiotour flyer.

There is further information about the Haupt-Lesesaal available for some subjects in additional audio files.

The last stopping point of our audio tour is in the Recherche-Saal located on the ground floor. Just go down the stairs and head towards the information desk.

## Stopping Point 12 – DigiLab and Information Desk

The last stopping point of our audio tour is the DigiLab and Information Desk in the Recherche-Saal.

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. 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. You can also ask 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 other 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!