



Library Guide

INFORMATION

UB Siegen: using the library

- Library card
- UB local catalogues
- Literature search

UB external catalogues / interlibrary loan

Information

- Guided library tours and orientation sessions
- Library locations / opening hours

The Universitätsbibliothek (UB) Siegen as service and information centre of the Universität Siegen supplies academic staff and students with literature for learning, teaching, research and further education. In addition the library is open to local citizens.

UB SIEGEN: USING THE LIBRARY

LIBRARY CARD

You need a library card **to borrow** books and other media, **to reserve** borrowed books, to order a book through **interlibrary loan** and to use **PC terminals with internet access**.

- You can apply for a library card free of charge in the main library, Adolf-Reichwein-Straße, if you produce your valid identity card or passport (and an official registration of residence). Students also have to present their student identification card.
- You should inform the staff of the UB of changes in your address or e-mail address as soon as possible.
- Please notify the library immediately if you have **lost** your library card as you are liable for any misuse. You will receive a replacement card for a fee of € 10.
- With the library card you will obtain a **password** to enable you to reserve borrowed books, order books from the closed stacks, consult your user account or to request an interlibrary loan on your own.

UB LOCAL CATALOGUES

The holdings of the UB Siegen are contained in electronic catalogues.

- Use the **local library catalogue** (OPAC) to look for books/monographs.
- Use the **periodicals catalogue** (ZV) to look for printed periodicals.

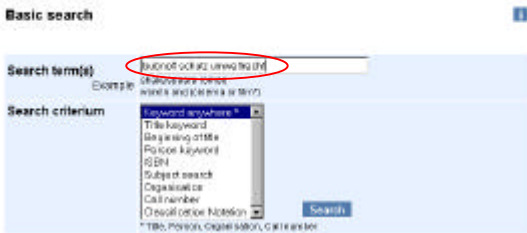
- Use the **electronic journals library** (EZB) to look for electronic periodicals.
- Our homepage will give you access to these catalogues <http://www.ub.uni-siegen.de>

LITERATURE SEARCH

Search in the local library catalogue (OPAC)

- To find a book in the library, go to 'basic search' and 'keyword anywhere' in the local library catalogue. Restrict your search to few and relevant search terms, e.g. surname of the author and one or two title keywords.

Example: You are looking for this book
Daniela von Bubnoff: Der Schutz der künftigen Generationen im deutschen Umweltrecht.



- As a result a short title list which contains the call number of the book will be displayed.



- Click on the call number to see if the book is available.

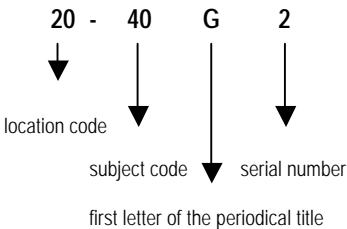
Zeitschriftenverzeichnis der UB Siegen*

Titelstichwort*	<input type="text" value="geschichte unterricht"/>	<input type="button" value="Suchen"/>
Körperschaftstichwort*	<input type="text"/>	<input type="button" value="Suchen"/>
Titel	<input type="text"/>	<input type="button" value="Löschen"/>
Körperschaftsname	<input type="text"/>	<input type="button" value="Suchen"/>
Erscheinungsort*	<input type="text"/>	<input type="button" value="Suchen"/>

- The call number of the journal will be displayed.

Nr.	Titel	Verlagsort	Signatur
1	Geschichte in Wissenschaft und Unterricht	Seelze	20-40G2

- The call number is based on a classification system and will help you to locate the journal in the library:



- 'Location code' informs you where to find the journal (building or floor). With the aid of the subject code all periodicals with the same specialization are grouped together. For example: subject code 40 stands for the subject 'history'.

Search in the electronic journals library (EZB)

- The electronic journals library offers access to online periodicals subscribed to by the UB Siegen (about 4.000 periodicals at present) and to electronic periodicals which are freely accessible to everyone (11.000 periodicals).
- To search for a journal title go to "quick search".

- Journals**
- by subject
- by title
- Search

The Elektronische Zeitschriften Library)

Quick Search

Journal title

is a service to facilitate the use of scholarly journal structured and unified interface to access full text s

You may browse journals

Contact

[Contact address](#)
[Suggest a journal](#)

-  with freely available fulltext articles
-  where fulltext access is restricted to th
 Siegen University Library
-  where fulltext articles are not accessibl

- Accessibility to electronic journals is marked by means of a traffic light symbol:




free access to full text articles



free access to full text articles restricted to staff and students of Universität Siegen (accessible only from within the campus network)



No access to full text articles, TOCs and abstracts can be accessible

- To be able to read the full text articles you may need the Adobe Acrobat Reader which is free of charge.
- You can obtain more information on access restrictions and passwords by clicking on [Readme](#)  next to the yellow and red/yellow symbols.

LOCAL LENDING

- Books and other media can be **borrowed** at the lending desks of the library buildings.
- As a rule the **loan period** is 60 days. If during this time the book is reserved by another reader, the loan period will be shortened and the book recalled by letter or e-mail.

- Please pay attention to the loan periods because the following charges become due if the loan period is exceeded:

up to 10 days € 2.00 per item

up to 20 days € 5.00 per item

up to 30 days €10.00 per item

up to 40 days €20.00 per item

- **Before** you borrow a book you should inform the library staff of any damage to or marks in the book; otherwise you might be made responsible for the damage when you return the book.
- Books or media have to be **returned** at the lending desk of the same building where they were borrowed. Please check your return slip for accuracy.
- You can **extend the loan period** for another 30 days at the lending desk or do this **yourself** with the aid of the library catalogue (OPAC) as long as the book is not reserved or overdue. In case of reservations or due date the book must be returned at one of the lending desks. An extension of the loan period by phone is not possible.
- If you lose or damage a book you have to pay for a replacement and are charged additional fees to cover administrative expenses.

UB EXTERNAL CATALOGUES / INTERLIBRARY LOAN

UNION CATALOGUES AND META-CATALOGUES

If a book is not contained in the holdings of the UB you can consult union catalogues or meta-catalogues to check the holdings of other libraries.

Union catalogues contain the collections of books and periodicals available in the cooperating, integrated libraries

of a region. **Meta-catalogues** will enable you to perform a search in several catalogues simultaneously.

You can find the catalogues on our **homepage** → **Kataloge**.

For example

- **HBZ** – union catalogue of cooperating libraries in Nordrhein-Westfalen (North Rhine-Westphalia) and Rheinland-Pfalz (Palatinate)
- **KVK** – Karlsruhe Virtual Catalogue is a meta-catalogue: with one search request you can start a search in a number of union catalogues, international library catalogues and online bookshops simultaneously
- **ZDB** – periodicals database offers access to all periodicals (not periodical articles) available in German libraries.

BIBLIOGRAPHIES

An extensive literature search requires not only the use of catalogues but also of bibliographies to find out information. Bibliographies are available in print or as databases

(**Homepage** → **eRessourcen**).

- In contrast to catalogues (accessing the holdings of libraries) bibliographies contain **information on all the literature published on a certain subject**
- In addition to separately published works (monographs) they will give you information on literature **not separately published** (journal articles or essays in books)



INTERLIBRARY LOAN

You can order a book or article on interlibrary loan if the desired literature is not available in the library. For this purpose you have to be a registered user of the UB. All requests are made electronically through **DigiBib = Digital Library of North Rhine-Westphalia**.

Charges

An interlibrary loan request costs € 1.50, charged to your user account, to be paid when the book is checked out. These fees incur whether or not a delivery can be made. Interlibrary loan orders for University staff are free of charge.

Order

- **To order books or essays collected in books:**
Homepage ? Fernleihe & Dokumentlieferung ?
Bücher, Medien ?  ? registration with user number and password.
- **To order journal articles:**
Homepage ? Fernleihe & Dokumentlieferung ?
Zeitschriftenaufsätze ?  ? registration with user number and password.

Notification and collecting of interlibrary loan orders

- As soon as the book arrives you will be **notified** by e-mail (if you have indicated your e-mail address) or by mail (postage is charged to your user account).
- **Books or media to be borrowed** will be **kept for you** for **10 calendar days**. Please collect the book within this period by presenting your library card at the lending desk in the main library (Adolf-Reichwein-Straße).
- If you have ordered articles or book chapters **by online** delivery, you will be notified by e-mail of the website where you can download your literature. Deliveries of **paper copies** can be collected at the lending desk in the main library. Members of the University staff will receive their paper copies by internal mail.

Lending

- The **loan period** for books and media delivered on interlibrary loan is fixed by the supplying library. Usually it is 28 days. The exact date can be found on the charge slip. The **loan period begins when the book is placed at your disposal**, not when you collect the book!

- Books on interlibrary loan should be **returned** with the charge slips to the lending desk in the main library.
- Please consider that the UB Siegen has to pass on all the restrictions the supplying library sets for the use of its books.

INFORMATION

GUIDED LIBRARY TOURS AND ORIENTATION SESSIONS

The UB Siegen wants to support your literature research by offering various seminars and orientation sessions:

First orientation

- virtual library tour
- guided library tour

Search and find

- an introduction to searching external catalogues and requesting interlibrary loan orders

Seminars for special research

- search by special subject – important search strategies to help you with the research in your subject field

The homepage of the library (<http://www.ub.uni-siegen.de/aktuell/schulung.htm>) and the information desk in the main library will offer you more detailed information regarding the various seminars.

In addition the staff of the library will be pleased to answer your questions.

SUBJECT SPECIALISTS / SCIENTIFIC INFORMATION:

- **Art / Philosophy / Theology –**
Dr.phil. Klaus-Dieter Dorsch, telephone 0271/740-4273, e-mail: dorsch@ub.uni-siegen.de
- **Economics / Economic Law –**
Dipl.-Kfm. Christian Hausknecht, telephone 0271/740-4254, e-mail: hausknecht@ub.uni-siegen.de
- **Architecture / Town-planning / Electrical Engineering / Computer Science –** Dr.-Ing. Axel vom Heede, telephone: 0271/740-4291, e-mail: vh@ub.uni-siegen.de
- **Political Science / Social Science –**
Dipl.-Soz. Hans Joachim Heimbach, telephone: 0271/740-4266, e-mail: heimbach@ub.uni-siegen.de
- **Civil Engineering / Mechanical Engineering –**
Dipl.-Ing. Anja Jäger, telephone: 0271/740-4271, e-mail: jaeger@ub.uni-siegen.de
- **History / Education / ISPA** (social services/social education) – Doris Schirra M.A., telephone: 0271/740-4231, e-mail: schirra@ub.uni-siegen.de
- **Media Studies / Music / Romance Studies –**
Sibylle Schwantag, telephone: 0271/740-4285, e-mail: sw@ub.uni-siegen.de
- **English Studies / German Studies / Romance Studies / General Language and Literature / Psychology –** Dr. phil. Ingrid Schwarz, telephone: 0271/740-4253, e-mail: schwarz@ub.uni-siegen.de
- **Mathematics / Natural Sciences/ General Reference Works / Sport –** Dr. rer.nat. Karsten Velbinger, telephone: 0271/740-4265, e-mail: velbinger@ub.uni-siegen.de

LIBRARY LOCATIONS / OPENING HOURS

Main library, Adolf-Reichwein-Straße (AR)

- Language and Literature
- Natural Sciences, especially Chemistry
- Other humanities

Adolf-Reichwein-Straße 2, 57076 Siegen, telephone:
0271/740-4563

e-mail: benutzung@ub.uni-siegen.de

Opening hours*: Mon-Fri 08.00 – 22.00, Sat 09.00 – 14.00

Lending desk*: Mon-Fri 08.00 – 21.45, Sat 09.00 – 13.45

Computers are shut down 5 minutes before closing time.

Branch library Hölderlinstraße (H,)

- European Documentation Centre (EDZ)
- Electrical Engineering
- Computer Science
- Economic Law
- Economics

Hölderlinstr. 3, building C, floor 4, telephone: 0271/740-3134

Opening hours*: Mon-Fri 08.00 – 22.00, Sat 09.00 – 12.00

Lending desk*: Mon-Fri 08.00 – 21.45, Sat 09.00 – 11.45

Computers are shut down 5 minutes before closing time.

Branch library Paul-Bonatz-Straße (PB)

- Architecture and Town-planning
- Civil Engineering
- Mechanical Engineering

Paul-Bonatz-St. 9-11, building A, floor 0, telephone:
0271/740-2108

Opening hours*: Mon-Fri 08.00 – 18.00, Sat closed

Lending desk*: Mon-Fri 08.00 – 17.45

Computers are shut down 5 minutes before closing time.

Branch library Emmy-Noether-Campus (ENC)

- Mathematics
- Physics

Walter-Flex-Str. 3, building D, floor 4, telephone: 0271/740-
3519

Opening hours*: Mon-Fri 09.00 – 18.00, Sat closed

Lending desk*: Mon-Fri 09.00 – 17.45

Computers are shut down 5 minutes before closing time.

* Please note: Different opening hours during semester break.

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