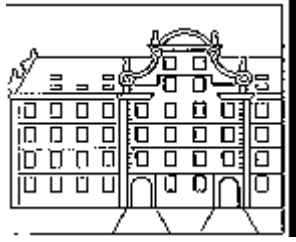


Hochschulbibliothek Weingarten Weingarten University Library



Library guide

October 2008

Library contacts and opening hours

You can contact the library by post, fax, telephone or e-mail:

Hochschulbibliothek Weingarten
Kirchplatz 2
88250 Weingarten

Fax: 0751-501 8343

Telephone: Control desk 0751-501 8368
Information desk 0751-501 8410
Renewals 0751-501 8070
Chief librarian P. Didszun 0751-501 8367

E-mail: Information desk auskunft@hsb.fh-weingarten.de
Issue desk leihstelle@hsb.fh-weingarten.de
Inter-library-loans fernleihe@hsb.fh-weingarten.de
Chief librarian leitung@hsb.fh-weingarten.de

Opening and service hours:

Monday – Friday 8.30 – 19.00

Issue desk: Monday and Wednesday 9.30 – 16.00
Tuesday and Thursday 9.30 – 18.00
Friday 9.30 – 15.00

Information desk:
Monday – Thursday 9.30 – 11.30
13.30 – 18.00
Friday 9.30 – 11.30

During vacation: Any variations to these opening hours will be posted in the library and on our homepage (<http://www.ph-weingarten.de/homepage/bibliothek>)

Library A - Z

Access to books

The Hochschulbibliothek Weingarten is an open-access library. Some 290.000 volumes are located on open shelves. The collections are arranged by different classification systems so that the books of similar subject can be kept together and have a unique shelf address or call number as well (holdings of the University of Applied Sciences and the University of Education on the Ground and First Floor). The books of the University of Education in the open stacks are divided into subject groups, e.g. arts, sports, mathematics...

We are currently working on arranging our collections according to the Regensburger Union Classification to have a standardized scheme for the complete holdings.

A class mark consists in general of three principal elements: location number, classification number and author marks.

Example: 10 HG 530 M435

Number 10 means that the book is located in the open access stacks, HG 530 is the classification number for literature concerning English poetry, M 435 is the coding of the author's name.

For more information please view our homepage (Quick link "[Was Sie bei uns finden](#)") or contact the reference librarian.



Book Return Box

There is a book return box located near the circulation desk. It enables you to return items before the circulation desk is open.

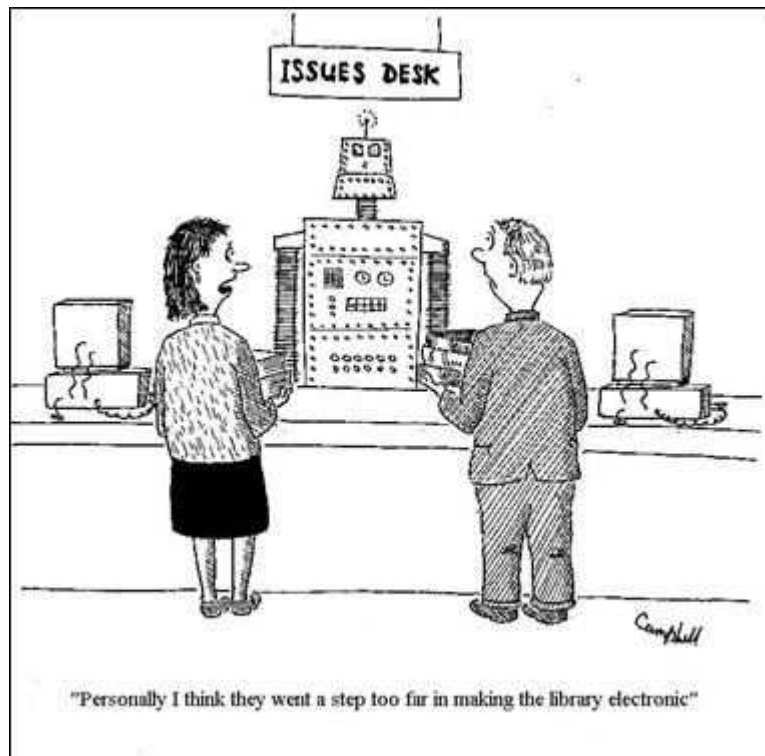
Borrowing/Lending Period/Fines

The lending period is 30 days and 14 days for bound journals and can be renewed three times in self-service via the OPAC or on application unless a reservation has been placed by another user. Reference works (with a yellow shelf mark label), current periodicals and newspapers are restricted to use in the library only ; short loans overnight or at the weekends may be permitted.

Fines are charged on all overdue items.

Please report the loss or theft of items on loan to you at the issue desk immediately to prevent fines accumulating. If the item is not found you will have to cover the cost of its replacement.

If you have an outstanding fine you cannot carry on borrowing any items.



Catalogues / How to find a book

You will need to consult the library's catalogues to find out whether a particular book is in stock and to obtain the shelf marks or call numbers of the books you require. The call number enables you to locate a book on the library's shelves. It is important, therefore, that you note this number carefully.

OPAC (Online Public Access Catalogue) / HORIZON

There is a 24-hours access to the library's online catalogue HORIZON via internet. Research (formal or subject retrieval) is opened to everyone. Orders, extensions and other actions in the own user's account are possible to all users enrolled in the library providing user number and password.
(<http://www.ph-weingarten.de/homepage/bibliothek/horizon.html>)

Card-Catalogues.

Author/Title Catalogue

It contains entries for books and periodicals. If the book has no named author or more than three, it is listed under title. The catalogue lists only the titles of periodicals, not the author or titles of individual articles (pre-1990).

Subject Catalogue

The subject catalogue contains entries under subject headings for books shelved in the open access stacks. You can find out which books the library holds on a given subject (pre-1990).

Copying Machines

Coin- and card operated copying machines are available on the First Floor. There is also an automatic card dispenser which takes 2-Euro coins.

Course References/Semester References

In the Semester References books are grouped together meant to accompany a certain course. To grant equal access to these resources for all students attending said course books in those references are not for loan. They are marked with a yellow dot on their spine.

Group Study Room

There is a group study room on the ground floor.

Guided Tours

Guided library tours are offered regularly. For schedule please see our library homepage and information posted in the library. Additional dates may be arranged for group tours.

Meeting point is in the entrance hall in front of the notice board.

Information Desk

The Reference Librarian will help you to use the catalogues and information sources and to assist you using the library.

Staffed: Mon – Thu 9.30 a.m. to 11.30 p.m. and 13.30 p.m. to 18.00 p.m.
Fri 9.30 a.m. to 11.30 a.m.

Inter-Library-Loans

If you find that a book or journal article that you're looking for is not stocked by us, we can usually obtain it for you through our Inter-Library-Loans Service. There is a non-refundable charge of 1.50 Euro per item. To use this service please ask a librarian at the information desk.

Lending conditions/Registering as a member

A valid student card serves as reader's pass for students enrolled in the University of Education or the University of Applied Sciences Weingarten. Other users may receive a user card free of charge. To register, please bring your identity card or passport, including an official registration of residence. Minors require the written consent of their legal guardians. Please notify us of any change in address. By registration you accept our library regulations.

Library regulations

The full text of the library regulations is available on our homepage. Click the link "[Wir sind für Sie da](#)".

New Acquisitions

You can browse the titles recently added to the library's collections on our homepage.

Off-Site Storage

Certain material in the library's collections can only be accommodated in off-site storage. These items must be ordered via the OPAC. Items are fetched from off-site-storage once a week (on Wednesday) to be available at the circulation desk on the ground floor. Please submit your requests at least on Wednesday morning.

Ordering a new book for the library

Suggestions of new books are welcome. An online suggestion form is available on our homepage. Before ordering please check the library catalogues to see if the title required is already held by the library.

Reservations

Books on loan can be reserved via the OPAC. Click on the link "Vormerkung" and fill in your user number and password. You'll get a notification that you can collect the book at the circulation desk within 10 days.

Rules to observe while visiting the library

Please remember that bags, coats, umbrellas and luggage are not allowed in the library. In the entrance hall you can find coin-operated lockers (a 2-Euro piece is necessary).

Please do not eat, drink or smoke in the library and do not use your mobile phone.



I said, I can remember the old days when silence meant silence and you could hear a pin drop