

WELCOME TO OTH REGENSBURG
UNIVERSITY OF APPLIED SCIENCES!

When do I have to pay fees?

Using the library and borrowing library materials are free of charge.

The following late fees apply to **overdue** items:

First overdue notice	EUR 7.50
Second overdue notice an additional	EUR 10.00
Third overdue notice an additional	EUR 20.00
+ postage	EUR 3.50
Fourth overdue notice an additional	EUR 30.00
+ postage	EUR 3.50

Replacement costs for **damaged or lost items** must be paid by the user responsible. The library determines the value of the damaged or lost materials.

I lost my library card. What do I do?

Report the lost card to the circulation desk immediately to prevent misuse. Students should also report the loss of their student ID to the Student Services Office in the Academic Affairs Department (Prüfeninger Str. 58, room P 024).

The General Regulations on the Use of Bavarian State Libraries (ABOB) apply to the OTH Library:
www.bsb-muenchen.de/recherche-und-service/besuche-vor-ort/nutzungsordnung/allgemeine-benutzungsordnung

Further information can be found on our web page under Library Use A to Z and at our information desk.

Ostbayerische Technische Hochschule Regensburg

HOCHSCHULBIBLIOTHEK (OTH LIBRARY)

SEYBOTHSTRASSE CENTRAL LIBRARY

Seybothstr. 2, building R
93053 Regensburg

Phone: 0941 943-1038 (circulation and information)
Phone: 0941 943-1039 (interlibrary loan)
Fax: 0941 943-1436
Email: bibliothek@oth-regensburg.de
www.oth-regensburg.de/bibliothek

PRÜFENINGER STRASSE BRANCH LIBRARY

Prüfeninger Str. 58, room P 016
93049 Regensburg
Phone: 0941 943-1036

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Photo credit: OTH Regensburg



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01

Getting Started

HOW TO USE THE LIBRARY

(PRÜFENINGER STRASSE BRANCH LIBRARY)



How do I get a library card?

Students: Your student ID also serves as your library card.

Individuals not affiliated with the University of Applied Sciences can sign up for a library card at the circulation desk. Please bring a valid form of identification with you.

Your library card is also valid at Regensburg University Library and the Regional State Library of Regensburg. Your library card is non-transferable.

As a service to you, the library will notify you

- when a library item you ordered is ready for pick up.
- when a due date is coming up for a borrowed item.

How do I find the library items I'm looking for?

Use the Regensburg Catalogue plus (OPAC) to conduct research: www.oth-regensburg.de/opac

The catalogue includes printed materials as well as many **e-books**. University affiliates can also set up a **VPN connection** from home to access full-text versions of e-books.

You can find installation instructions (VPN client) here: www.hs-regensburg.de/supportwiki/doku.php?id=public:netz:vpn

With **printed books**, use the **call number** to find the exact location of the item on the shelves. For example:

Call number: **F 01**/ZH 7250 C736(5)+1

The characters before the slash indicate which **library** holds the book you are looking for.

- **F 01** Prüfeninger Straße Branch Library
- **F 03** Seybothstraße Central Library

Call number: F 03/**ZH** 7250 C736(5)+1

The characters after the slash indicate the book's **subject area**, in this case architecture. The **directory** in the Regensburg Catalogue and in the reading room will help you find the right shelving area.

Within a given subject area the books are arranged **alphabetically by call number**.

Where do I find periodicals?

Architecture and civil engineering journals are located on the upper level mezzanine. They are arranged **alphabetically by call number** like the books.

- **Current issues** are located on the magazine display shelves.
- Older issues (**up to the year 2000**) are bound and shelved behind the current issues.

How long can I borrow library materials?

- Books, CDs and DVDs can be checked out for **4 weeks**. Your items will be **automatically renewed after the first loan period**. You can renew them a second time from your Regensburg Catalogue plus "account".

Extended due dates can be cut short if an item is requested by another library user, at which point you would be notified by email.

- Newspapers and bound volumes of newspapers can **not be checked out**.
- Current issues of magazines and journals can be checked out overnight or over the weekend.
- Books with a yellow dot or labelled as "for library use only" can be checked out over the **weekend** (Friday from 11:00 a.m. to Monday 12:00 p.m.).

Please be sure to check your Regensburg Catalogue plus account regularly. There you will find the current and accurate status of your library loans.

The library item I want is checked out. What can I do?

You can **request** library items yourself through the Regensburg Catalogue plus. Please note however that other users might have already requested items you have checked out, in which case you won't be able to renew them.

The item you want is at another library in Regensburg

Books marked as "**available for order**" in the Regensburg Catalogue plus can be delivered to the OTH Library, the University Library or the Regional State Library.

Where do I return my books?

You can also return items to the **circulation desk**. Outside of opening times you can return items to the book box located in front of the library.