The Library System of the University of Hamburg

Loan System and other Processes

Content and shortcuts

- Getting a Library Card
- Specialists/ Faculty Libraries
- Borrowing Books
- <u>Collecting books</u>
- Extending the Loan Period
- <u>Returning Books</u>
- Inter-Library Loan
- Copying and Scanning

Library Card/ Account

A library card (ID) is required for:

Requesting or reserving books and conducting inter-library loans, using books in reading rooms, using the internet-enabled PCs in the libraries and using the scan and document services

It can be used in: The State and University Library, departmental libraries of the university faculties, and the medical central library

Procurement:

- 1. Please fill out the application form <u>HERE</u>.
- 2. Please fill in the certificate for guest researchers <u>HERE</u>.
- 3. Pick up your Library card at the service point of the State Library. (Mon-Fri 9-19, Sat 10-13)
- 4. You will be asked to set a password for your ID, which is required for future usage of the account –remember it well.

Important: You need the following documents to pick-up the ID:

- 1. Identity card or EU identity card (original)
- 2. Certificate for visiting researchers

Further information at:

https://www.sub.uni-hamburg.de/service/leihen-liefern/bibliotheksausweis.html



Most Important Libraries

- 1. <u>Hamburg State and University Library (STABI)</u> Location: campus; 5 minutes walk
- 2. <u>Central Library of Philosophy, History and Classical Philology</u> Location: U35; Subway 30 minutes
- 3. <u>Departmental Library of Cultural Studies (Classical Archeology)</u> Location: campus; 1 minute walk
- 4. <u>Theological library of the University of Hamburg</u> Location: close to campus; Walk 13 minutes
- 5. <u>Asien- Afrika-Institute at the University of Hamburg Library (Islamic Studies)</u> Location: campus; 1 minute walk

Other libraries:

https://www.sub.uni-hamburg.de/bibliotheken/fachbibliotheken.html

Hamburg State and University Library (STABI)

Staats- und Universitätsbibliothek Hamburg Carl von Ossietzky

Von-Melle-Park 3 20146 Hamburg E-Mail: <u>auskunft@sub.uni-hamburg.de</u> Phone: <u>+49 40/4 28 38-22 33</u> Fax: <u>+49 40/4 28 38-33 52</u> Opening Hours: Mon-Fri von 9-24 h, Sat-Sun 10-24 h Website: <u>www.sub.uni-hamburg.de</u>





Central Library of Philosophy, History and Classical Philology

Zentralbibliothek Philosophie, Geschichte und Klassische Philologie der Universität Hamburg

Überseering 35, Flachbau 2. OG 22297 Hamburg E-Mail: <u>bibliothek.philgesch@uni-hamburg.de</u> Phone: (040) 4 28 38-4717 Ausleihe: - 2586 Opening Hours: Mon-Fri 9 h bis 20 h Website: <u>http://www.gwiss.uni-hamburg.de/de/zentralbibliothek.html</u>





- Walk towards the train station "Dammtor".
- Cross the station concourse and use the asphalt bridge on your left.
- On the right you will see the entrance to the "Stephansplatz" subway (white "U" on a blue background).
- Take the U1 towards "Norderstedt Mitte".
- Travel 6 stations and get off in "Alsterdorf"

Departmental Library of Cultural Studies (Classical Archeology)

Fachbereichsbibliothek Kulturwissenschaften der Universität Hamburg

Edmund-Siemers-Allee 1 20146 Hamburg (Flügel West) E-Mail:<u>bibliothek-kultur@uni-hamburg.de</u> Phone: (0 40) 4 28 38-32 6 Opening Hours: Mon-Fri 9-19 h Sat 10-18 h Website: <u>http://www.fbkultur.uni-hamburg.de/de/einrichtungen/bibliotheken.html</u>





Theological Library of the University of Hamburg

Theologische Bibliothek der Universität Hamburg (Fachbereich Evangelische Theologie und Institut für Katholische Theologie)

Gorch-Fock-Wall 7 20354 Hamburg E-Mail: <u>Maria.Kollmer@uni-hamburg.de</u> Phone: (0 40) 4 28 38-37 68 Opening Hours: Mon-Wen & Fri 9-19 h, Thur 9-17 h Website: <u>https://www.theologie.uni-hamburg.de/service/bibliothek.html</u>





Asien-Afrika-Institut at the University of Hamburg - Library (Islamic Studies)

Asien-Afrika-Institut der Universität Hamburg - Bibliothek

Edmund-Siemers-Allee 1 20146 Hamburg (Flügel Ost) E-Mail: <u>info.aaibib@uni-hamburg.de</u> Phone: (040) 4 28 38-65 74 Opening Hours: Mon-Fri 9-20 h, Sat 10-18 h Website: <u>https://www.aai.uni-hamburg.de/einrichtungen/bibliothek.html</u>





Borrowing Books

There are four ways of borrowing books:

- Borrowing from the Library Magazine (only via Campus-Katalog)
- <u>Borrowing through the Self-Service Area</u> (without order)
- Borrowing from Departmental Libraries (without order)
- Inter-Library Loan

Important: All loans and inter-library loans ordered via the campus catalog have to be collected in person at the STABI.

You can find information on the pick-up process HERE

Further information at:

https://www.sub.uni-hamburg.de/service/leihen-liefern/ausleihe-vor-ort.html

Borrowing from the Library Magazine (only via Campus-Katalog)

1. Open the campus catalog in your web browser \rightarrow <u>HERE</u>

Search Results Advanced search Saveset	User account Help
search [and] ~ [ALL] All words	sort by year of publication approximate search
Zanker, Augustus und die Macht der Bilder	search

2. Enter the desired title in the search field. If you cannot find the title directly, you can use the "Advanced Search" to specify your entries.



Ì	PPN:	025143204 Record	
\sim	Title:	Augustus und die Macht der Bilder / Paul Zanker	
	Author:	Zanker, Paul *1937-*	
	Language/s:	German	
	Publication statement:	München : Beck, 1987	
	Extent:	368 S. : Ill., graph. Darst.	A The campus catalog shows you in
	Note:	Literaturangaben	
	ISBN:	3-406-32067-8	
	Subject heading:	"Augustus <romisches kaiser="" reich,=""> "V63-14" / Romisches Reich / Bauprogramm /</romisches>	which libraries the fifle is available and
	Cubicct	*Augustus <romisches kaiser="" reich,=""> *V63-14* / Romisches Reich / Bildprogramm /</romisches>	
	Subject:	15.17 Klassische Archäelegie	
		20.20 Ikonographie	by which signature.
		20.62 Italische Kunst etruskische Kunst römische Kunst	, 8
	Further documents:	Dewey Decimal Classification: 709/.37/6	
		Regensburger Verbund-Klassifikation: NH 7350 : LG 1420 : LG 1700 : LG 7100 : LG 665	50
	Abstract:	Paul Zanker: "Augustus und die Macht der Bilder", Verlag C. H. Beck, München 1987.	36
	Further information:	Table of contents	It further indicates whether it is
		Rezension (FAZ)	it fulther indicates whether it is
	Location:	<u>Staats- und Universitätsbibliothek</u>	available and it not until when it is
	Shelf mark:	A 1989/71	
	Subject heading:	Augustus, Römischer Kaiser: Kunstwerke	le e me e ve el
	Subject:	<u>646.242</u>	borrowed.
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	Request into:	lendable barrawed by till 18,05,2020 A Bagarya	
		bollowed by till 18-03-2020 - Keselve	
	Location:	Zentralbibliothek Philosophie, Geschichte und Klassische Philologie - Alte Geschichte	
	Shelf mark:	D 9880	5 You can now order or reserve the title
	Request info:	non-lending collection, ask for circulation possibility	
	-	Available at the location.	in the Ctete and Liniversity Library
			In the State and University Library
	Location:	Fachbereichsbibliothek Kulturwissenschaften	, , ,
	Shelf mark:	ARCH-BB ZANK	(available) if it is currently not available
	Request info:	non-lending collection, ask for circulation possibility	(available), if it is currently not available.
		Available at the location.	
	Locations	Zentralhibliotholy Beaht	(as in the example) click on "Reserve"
	Cholf mark:		(us in the example) eller on reserve :
	Poquest info:	non-lending collection, ask for circulation possibility	
	Request into.	Available at the location	
	Location:	Fachbereichsbibliothek Kulturwissenschaften	
	Shelf mark:	KGS-Ant 3240	
	Subject heading:	<u>Augustus</u>	
		Porträt	
		<u>Antike-Plastik</u>	
	Request info:	non-lending collection, ask for circulation possibility	
		Available at the location.	12

To protect your personal data, please click on -Log out and close- when you have finished using this window.

Order / Reserve | Log out and close

Augustus und die Macht der Bilder / Zanker, Paul *1937-* (1987)

on loan

Location : SUB Shelf mark : 18/05/2020 Return date : Number of reservations : 0 Lending information : on loan

> Number of reservations : 0 Lending information :

Counter :

number and your password.

working days. The library will Ausleihzentrum Staats- und Universitätsbibliothek inform vou by email.





Library card number:

Collecting Books at the State Library

After ordering, the books will be deposited on a collection shelf under your ID number. The collection shelves are located in the self-service area (SB-BEREICH; ground floor) of the State and University Library.

You will find your book orders in the row of shelves corresponding to the last digit of your ID number.

In the example, you would find your books on shelf "2".

Important: Please note that some book orders may only be used in the STABI reading rooms. In the campus catalog this is referred to as "benutzbar i. d. Bibliotheksräume usable in the library rooms".





Ausleihzentrum: SB-Bereich

Self-Checkout Station

After taking your books from the pick-up shelf, they have to be registered by the IT system.

- 1. Go to one of the checkout stations in the self-service area
- 2. Press the "Ausleihen borrow" button
- 3. Scan the barcode on the back of your library card and enter your password.
- 4. Now place your books on the glass plate directly below the screen
- 5. The chips in your books are now automatically scanned and listed.

Important: Make sure that all titles are registered. Titles that have not been correctly posted trigger the alarm when leaving the library.

- 6. Press "Ausleihen" again and confirm with "OK".
- 7. The process is finished. You can now leave the library.



Important: Always remember to take your library card with you – the loan process cannot be completed without it.

Extending the Loan Period?

LBS4

You can extend your loan periods in the campus catalog yourself.

- 1. Open the campus catalog in your web browser \rightarrow <u>HERE</u>
- 2. Click on "User account".



3. Log in with your ID number and your password.

To protect your personal data, please click on -Log out and close- when you have finished using this window.

Login

Library card number: 00182831132

Password:

Login

Places lag in with your library of

Please log in with your library card number and password.

Forgot your password?

Extending the Loan Period?

4. Click on "Loans"

Reminder(s): 0

5. Select the title you want to extend and check it.

6. Click on the "Renew" button and then confirm with "OK". You will now see the new loan period. Please note that this process can only be repeated once.

oans Reservations Cos	sts Password Edit details Details				
oans Kevin Grotherr	ans Kevin Grotherr Log out and close				
1. Der Deutsche O Material type : Department : Counter : Shelf mark : Loan status : Return date : No of renewals Reminder(s) :	rden : zwölf Kapitel aus seiner Geschichte / Boockmann, Hartmut (1982) : Book / Journal Staats- und Universitätsbibliothek Hamburg Ausleihzentrum Staats- und Universitätsbibliothek SUB:A 1984/5995 14/04/2020 : 4 0	Renew Show all renewable not renewable Sort			
2. Beiträge zur Ge Material type : Department : Counter : Shelf mark : Loan status : Return date :	schichte des Deutschen Ordens, Bd. 1 / Arnold, Udo (1986) : Book / Journal Staats- und Universitätsbibliothek Hamburg Ausleihzentrum Staats- und Universitätsbibliothek SUB:A 1987/152: 1 14/04/2020	 no sorting return date asc. return date desc. title asc. title desc. 			

Independent Return (also Interlibrary Loan)

You can return your books yourself. Simply place your books on the electronic return shelf. The titles of the returns are shown on the screen below. Registration or confirmation of the process is not necessary.

Important: Titles that you have borrowed from departmental libraries must also be returned there.

Ausleihzentrum SB-Bereich





Borrow through the Self-Service Area

- Some titles can be borrowed directly from the STABI without prior order.
- These are displayed in the campus catalog with the references "Lehrbuchsammlung - Textbook collection" and "SB-Bereich - Selfservice area".
- 1. Remember the signature from the campus catalog.
- 2. Go to the STABI textbook collection or self-service area and take the books yourself.
- 3. Go to an available checkout station and start the loan process \rightarrow loan process

Location: Staats- und Un	Staats- und Universitätsbibliothek	<u>Lehrbuchsammlung</u>
Request info:	lendable Various volumes. Consult lending fu	unction Volume list
Location: Shelf mark: Request info:	Staats- und Universitätsbibliothek A 2017/2311 lendable Available at the location.	<u>- SB-Bereich</u>



Ausleihzentrum:

Borrowing from Departmental Libraries (without Order)

andort:	Staats- und Universitätsbibliothek	• RO
yndtur; blagwörter:	A 1969/71 Augustus – Römischer Keiser: Kunstwerke	1.1.1.1.1
chaebiete	Augustus, Romischer Kalser, Kunstwerke	lihr
icitgebieter	827	
ısleihstatus:	Ausleihbestand	0.50
	ausgelienen bis 18-05-2020 🖛 <u>vormerken</u>	
andort:	Zentralbibliothek Philosophie, Geschichte und Klassische Philologie - Alte Geschichte	
anatur:	D 9880	OJ I
isleihstatus:	Praesenzbestand, Ausleihmoeglichkeit erfragen	
	Bitte selbst am Standort entnehmen und ggf. vor Ort ausleihen	THE ST
andort:	Fachbereichsbibliothek Kulturwissenschaften	 Rei
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isleihstatus:	Praesenzbestand, Ausleihmoeglichkeit erfragen	ah
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	Pitto collect am Standart antrohman und gaf, vor Ort augleihan	THE REAL PROPERTY.

St Si

Sa

St Si Books from departmental libraries can unfortunately not be ordered into the STABI. You have to borrow them yourself on site.

 Remember the signature inquire about the possiblity of borrowing a book at the service points of the respective departmental library

Important: Please note that the holdings of the departmental libraries are mostly reference holdings that cannot be borrowed.

Inter-Library Loan

- Literature that is not available in any of the libraries in Hamburg can be obtained from another library via various delivery channels.
- 1. For an interlibrary loan you need your library card and an interlibrary loan coupon (costs 1.50 €), which you can get from STABI. Here you will find your registration details for the GVK.
- 2. Find the desired title in the GVK and select it. \rightarrow <u>HERE</u>

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search [and] V [A Zanker, Augustus un	ALL] all words without fulltext	G V K Gemeinsamer Verbundkatalog GBV
fewer search options		Library: GAST personal sign on logout database menu
search history shortlis results search [and] ([A	st full title ALL] all words without fulltext) Zanker, Augustus und die Macht der Bilder 10 hits	save/print info
hide hints see also filter	1. Augustus und die Macht der Bilder Zanker, Paul 5. Aufl München : Beck, 2009	
italische	2. Die römische Kunst Zanker, Paul OrigAusg München : Beck, 2007 📾	
	 Augustus und die Macht der Bilder Zanker, Paul 3. Aufl., Sonderausg München : Beck, 1997 	

Important: Please note that you need one interlibrary loan coupon per title.

Inter-Library Loan

- 1. When you have found the right title and clicked on it, the "Copy request" and "Loan request" buttons appear.
- 2. After selecting one of the buttons, please enter the user ID and password of the online inter-library loan coupon.
- 3. If you order a copy from a magazine, you will first be asked for the year and the volume of the desired article. In the next step you enter the additional order data.
- 4. When filling in the address field, please do not forget to enter your library card number in the second line. The information "E-Mail", "Fax" and "FTP active" are not necessary. By entering the coupon password again, you submit your order.
- 5. After ordering, the books will be deposited on collection shelf under your ID number. The delivery usually takes approx. 1-2 weeks.
- 6. Take your order and start the loan process.
- 7. When you return the book, put it on the electronic return shelf.

For more information on interlibrary loan, go to:

https://www.sub.uni-hamburg.de/service/leihen-liefern/fernleihe-dokumentlieferung.html

Copying and Scanning?

- In all libraries of the University of Hamburg you will find multifunctional devices and book scanners with which you can print, copy and scan in color and black and white.
 Cost: copy in b / w € 0.05; Color copy and print € 0.25; Book scanners are usually free of charge (USB medium is required!)
- To use the multifunctional devices, you need a copy card, which you can obtain from a machine in the STABI foyer or in the RRZ.
 Costs: 5 € (3 € deposit, 2 € credit)
- You can also have your card recharged there.



RRZ Uni Hamburg Schlüterstraße 70 20146 Hamburg Phone: +49 40 42838 7790 https://www.rrz.uni-hamburg.de/

More information about printing: <u>https://www.sub.uni-</u> <u>hamburg.de/de/service/drucken-kopieren-</u> <u>scannen.html</u> 23