

### **Main Library**

Adenauerallee 39-41, 53113 Bonn  
Postfach 2460, 53014 Bonn

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### **MNL Branch Library**

Nußallee 15a, 53115 Bonn  
Postfach 2460, 53014 Bonn

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[www.ulb.uni-bonn.de](http://www.ulb.uni-bonn.de)



quick & easy

As of: September 2011

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## A brief introduction

Thank you for visiting Bonn University Library (ULB). This brochure offers a short introduction to our facilities and services.

Mission	Bonn University Library is one of Bonn University's main institutions. It supplies scholars, researchers and students with the books, publications and information needed for university studies, teaching, research and continuing education. Additionally, it lends scientific and scholarly publications to residents of Bonn and the surrounding area. Bonn University Library is also a state library. In this capacity, it collects and catalogues publications from publishing houses in the Cologne Administrative District.
Library system at Bonn University	In addition to Bonn University Library, the library system at Bonn University includes a number of libraries of varying size and focus at different university institutes and departments. Most of these are reference libraries with open stack collections that are not available for borrowing. Bonn University Library – comprised of the Main Library and the Branch Library for Medicine, Science and Agriculture (MNL Branch Library) – serves as the university's central lending library.
Branches	<ul style="list-style-type: none"><li>■ The <b>Main Library</b> (Hauptbibliothek) on Adenauerallee concentrates on the humanities and social sciences, law and economics, theology and psychology.</li><li>■ The <b>MNL Branch Library</b> (Abteilungsbibliothek Medizin, Naturwissenschaft und Landbau) on Nußallee focuses on medicine, science, information science and agricultural sciences.</li></ul>
Holdings	Bonn University Library has approximately two million items in its collections. It subscribes to several thousand journals in print form. The library's electronic holdings include about 15,000 journals, several thousand e-books and several hundred general and specialised databases.

## Borrowing

Using the Hauptkatalog  
(Main Catalogue)

With the exception of some sections of the ULB's old holdings, the Hauptkatalog lists all items that can be found at Bonn University Library and numerous institute and department libraries. It provides information regarding:

- **Shelf mark** (= location number) of an item
- **Location**, such as the Main Library, MNL Branch Library, a department library or institute library, → **Open stacks**, → **Textbook collection** or → **Reading room**
- **Status**, such as bestellbar (can be ordered), entliehen (currently checked out), nicht ausleihbar (may not be checked out)
- **Return date** and the possibility of having one's name put on a waiting list (to reserve an item that is currently on loan)

Status: ausleihbar  
(available for loan)

You may take the desired book from the → **Open stacks** or the → **Textbook collection** and check it out at the Lending desk. Only students who are enrolled in Bonn University are permitted to check out books from the textbook collection.

Status: bestellbar  
(available for request)

The item is located in the closed stacks and has to be ordered if you wish to check it out or use it in the → **Reading room**. In the case of newspapers, you must fill out an order slip because they cannot be ordered online. Books that were published prior to 1801 may only be used in the Manuscript Reading Room and must be ordered. Books published between 1801 and 1900 may be used in the → **Reading room** and must also be ordered. As a rule, books that have been ordered can be picked up the following day at the Lending desk in the Loan Department. Books that have been ordered will be held at the Lending desk for eight days (not counting Sundays). The waiting period can be up to two days for bound periodicals and books from old holdings and can be several days for items that are stored at another location.

Status: nicht ausleihbar  
(for reference only)

Such items include bibliographies, catalogues, encyclopaedias, dictionaries and reference books which may only be used at the library.

Status: entliehen (on loan)	If the book you are looking for has been checked out, you can have it <b>reserved</b> for you in the Hauptkatalog. Once the book you have reserved is available again you will be sent a → <b>Notification</b> .
Borrowing period	<p>Borrowing periods and renewals are calculated on the basis of the days on which the Lending Desk is open (Monday - Saturday).</p> <p>The <b>regular borrowing period</b> for books and other media is 24 days (not counting Sundays). You may <b>renew</b> the borrowing period twice when the item has not been reserved by another user.</p> <p>The borrowing period for items in the → <b>Textbook collection</b> is also 24 days (not counting Sundays). Books in the textbook collection may not be reserved and borrowing periods for these books cannot be renewed.</p> <p>The end of the borrowing period is noted in your <b>user account</b> and on the <b>check-out slip</b> that you receive whenever you check out a book.</p>
Renewing the borrowing period	You can renew the borrowing period for a book you have either through the Hauptkatalog or in writing by letter, fax or e-mail addressed to the Lending Desk. The library must receive written applications for renewal no later than one day before the borrowing period ends. In the event that an item you wish to renew a second time has been reserved by another user, the library will ask you to return it. In such cases, it must be returned within eight calendar days. The regular borrowing period for books and other media is 24 days (not counting Sundays). You may renew the borrowing period twice when the item has not been reserved by another user.
Your account	Using your password, you can view your account in the Hauptkatalog and call up information about your check-out transactions (→ <b>Password</b> ). Your account contains information on the books you have checked out, ordered, renewed and reserved, when books are due and whether you owe fines for overdue books, interlibrary loan fees or postage.

Book returns            When returning a book to Bonn University Library, please return it to the Lending Desk at the library where you checked it out.

When you cannot find the title you are looking for ...            please submit a call slip without a shelf mark to the Lending Desk or in the Reading Room. We will check whether the item you are looking for is available at Bonn University Library. You can pick up your call slip the following day at the Lending Desk.

## Catalogues

Why catalogues?            The bulk of our holdings is located in stacks where they are organised according to accession year rather than on the basis of their content.

For this reason, in order to locate an item you first have to use a catalogue in order to ascertain its shelf mark. None of the ULB's catalogues lists individual articles or papers.

Hauptkatalog  
(Main Catalogue)            The *Hauptkatalog* lists books (including theses), periodicals and other media from the holdings of the Main Library, the MNL Branch Library and numerous department and institute libraries. It is being progressively expanded with the aim of making it the central catalogue for Bonn University.

Alter Katalog  
(Old Catalogue)            The *Alter Katalog* consists of digitised images of the alphabetical card catalogue of ULB holdings that predate 1945. The *Alter Katalog* can be used to search those parts of the ULB's old holdings that are not yet listed in the *Hauptkatalog*. Using information from the *Alter Katalog*, you can order the desired books.

BoKIS  
(Department Libraries Catalogue)            The *BoKIS* catalogue (Katalog der Bonner Klinik-, Instituts- und Seminarbibliotheken) lists books that are available at department and institute libraries but have not yet been entered in the *Hauptkatalog*.

Zeitschriftendatenbank – ZDB  
(Journals Database)            The *ZDB* contains the printed and electronic periodicals from all libraries in Germany. Here you can also find up-to-date information about the periodical holdings at the Main Library, MNL Branch Library, department and institute libraries and other libraries in Bonn.

Digital Library - eJournals      The *Digital Library* lists electronic journals that can be accessed through the Bonn University network. If you would like to use your own PC to access licensed electronic journals you need a user ID issued by Bonn University and VPN Client software (→ **Password**).

## Copying

Main Library      Photocopiers, scanners and reader printers for enlarging images from microfilms and microfiches are available in the → **Reading room** copy centre. Printing stations can be found in the information centre and the copy centre. Additional photocopiers are located in the open stacks.

MNL Branch Library      Photocopiers, a printing station and a book scanner are located in the Reading rooms and in the → **Open stacks**.  
Copy cards      can be purchased from the card vending machines in the Main Library, the MNL Branch Library, Juridicum and the main building of Bonn University.

Photo-reproduction      The Main Library's Photo Department will make reproductions of material which may not be checked out or photocopied. Please submit your orders in the Reading Room or the Manuscript reading room as applicable.

## DigiBib - Digital Library

The DigiBib search portal provides a simultaneous search of databases, eJournals and eBooks, as well as many library catalogues. You can click on DigiBib from the ULB home page.

## Electronic services

Website	<p>We offer an extensive range of electronic services on our homepage <a href="http://www.ulb.uni-bonn.de">www.ulb.uni-bonn.de</a>. These include:</p> <ul style="list-style-type: none"><li>▪ Detailed, up-to-date information about Bonn University Library and background information on the university's department libraries</li><li>▪ Online catalogues</li><li>▪ Electronic resources</li><li>▪ Subject resources</li><li>▪ Interlibrary loan service and document delivery service</li><li>▪ Topical news regarding the use of Bonn University Library and on new services</li></ul>
Electronic resources	<p>On Bonn University Library's website you will find:</p> <ul style="list-style-type: none"><li>▪ Databases and full texts (such as bibliographies, reference books and text corpora)</li><li>▪ Electronic journals and newspapers</li><li>▪ Electronic books</li><li>▪ Publications of Bonn University (such as theses and examination regulations)</li><li>▪ Digital collection of pre-1945 holdings</li></ul>
Access	<p>In some cases, databases, full texts and electronic periodicals can be accessed only through the university network. In order to access these services from your own PC you need a user ID from the university and VPN Client software (→ <b>Password</b>).</p>

## **Fees**

- Statutory basis      The University Library charges fees according to the „Schedule of fees for the library system of the University Bonn“, including fees for overdue books or other media, fees for issuing a replacement library card, the cost of replacing a borrowed medium that has been lost or damaged; fees for interlibrary loan orders.
- Schedule of fees      The schedule of fees of the Bonn University Library lists fees that apply in all of North Rhine-Westphalia and fees that apply specifically at Bonn University Library. The fee schedule is available for viewing at all loan departments and on our website.

## **Group study pods**

Both the Main Library and the MNL Branch Library have special areas for groups wishing to study together. Due to strong demand for these areas at the Main Library, we recommend that you make use of the online reservation service on our website.

## **Guided library tours and tutorials**

- General library tours      At the start of every semester the Main Library and the MNL Branch Library offer orientation activities on how to use the library and its services. More detailed tutorials on the use of the ULB's catalogues and electronic services are also available. The dates of upcoming tours are listed on the ULB's website.
- Specialised tours      Subject librarians conduct specialised library tours and tutorials for specific subject fields. Participants are expected to already be acquainted with the information taught in the ULB's general library tours.

## Information services

**Information desks** The information desks at the Main Library and the MNL Branch Library are the place to go should you have any questions about the Bonn University Library or its use. This includes information regarding catalogues, bibliographies, databases, literature searches and interlibrary loan services.

**Contact** You can also contact our information Desks by telephone or e-mail.

- Main Library:  
0228/73-7525, [information@ulb.uni-bonn.de](mailto:information@ulb.uni-bonn.de)
- MNL Branch Library:  
0228/73-3405, [informationmnl@ulb.uni-bonn.de](mailto:informationmnl@ulb.uni-bonn.de)

**eAuskunft – Electronic information service** Our website features an eAuskunft button. Clicking on this button opens up a form which you can use to send us your question. We will answer quickly by e-mail.

**Electronic notifications (in german)** You can decide how we should notify you, answer your questions and/or inform you about the latest news at Bonn University Library. We offer two options:

- You can send us your e-mail address via the elnfo-form on our website. We will then inform you immediately by e-mail when books that you have reserved or ordered through our interlibrary loan service are available for you to pick up. In addition, we will send you a reminder shortly before borrowed books are due for return. We will also notify you of any changes in library use modalities such as extended or restricted service, changes in our opening hours, and upcoming events.
- You can sign up for our regular German-language Newsletter which contains detailed information about changes in ULB services, informational features and reports on library-related developments at Bonn University.

Further details are available on the ULB website.

## Interlibrary loan service

Literature that is not available locally      When you need scientific or scholarly literature that is not available at Bonn University Library or any other Bonn library, you can order it from a library in another city through our interlibrary loan service (= Fernleihe). The desired book will be ordered online. There is a charge for use of the interlibrary loan service.

Registration      Books and articles that you cannot find in the Hauptkatalog can be ordered by clicking on the 'Information/No matches found' button on the Hauptkatalog search page or by selecting Interlibrary Loan & Document Delivery in the Quick Access column on our website.

In both cases you must log in:

- Enter your user ID and → **Password**,
- Then select either 'Books' (= Bücher) or 'Journals' (= Zeitschriften) and follow the instructions provided in the form.

Fees and delivery      Once you send off your order, you will be sent a confirmation that lists your order number. The interlibrary loan fee will be automatically charged to your user account. This is a processing fee that applies to every order regardless of whether the item you order can be delivered.

You will be sent a → **Notification** as soon as the library has received the item you have ordered.

You can call up the current status of your interlibrary loan on your DigiBib interlibrary loan account.

## Internet use

Service PCs      These computers are available to all users for conducting research in catalogues, databases and scholarly online sources. They are located in the entrance area of both libraries.

Internet PCs      Members of the University can use their University user ID to search on Internet PCs located in the Information Centre of the Main Library and on the ground floor of the MNL Library.

WLAN	Wireless internet access is available throughout the ULB. For this, you need to use your University user ID and VPN client software.
Remote Access	With your University user ID and VPN client software you can access licensed electronic resources (e.g. databases, eJournals) from off-campus.
Information and Download	Information concerning the University user ID, WLAN @ Bonnet and downloading VPN client software is available on the website of Data Processing Services (Hochschulrechenzentrum · HRZ): <a href="http://www.hrz.uni-bonn.de">www.hrz.uni-bonn.de</a> .

## Journals

Main Library	Journals for the current year are located in display cases in the → <b>Reading Room</b> . Some journals are not put out for unrestricted use. The current issues of these periodicals are available at the Reading room desk Monday through Friday from 8 am to 7 pm. A large share of the Main Library's bound journals are located in the periodical stacks and can be used and copied there or checked out for use in the Reading Room. Other journals are kept in the closed stacks. These journals can be ordered for use in the Reading Room.
MNL Branch Library	All journals published in 1980 or later can be used in the → <b>Reading room</b> on the 1st floor (1. OG) and in the open stacks on basement level -1 (1. UG). Periodicals can be used and copied in the room where they are kept. All periodicals published prior to 1908 are located in the closed stacks and can be ordered for use in the Reading Room.
Electronic periodicals	Electronic journals at Bonn University Library can be accessed through the Bonn University network. To access them on your own PC you need a user ID from the university and VPN Client software (→ <b>Password</b> ).

## Lerncafé

The Lerncafé (=study café) in the Main Library is a place for relaxing, talking with others and working in small groups. Vending machines for snacks and hot and cold beverages are located here. Beverages and snacks are also available in the group study room in the MNL Branch Library.

## Library card

Period of validity In order to check out books, you need a library card which you will receive upon → **Registration**. Library cards are valid for one year.

Renewal To renew your library card, please present your identification card or a Meldebescheinigung (proof of address from the residents' registration office at City Hall) and, when applicable, your student ID. You can use the Your Account (Konto) menu item in the Hauptkatalog to see how long your library card is still valid.

## Literature search

Start your search in the Bonn → **Catalogues**. You can additionally conduct searches in our subject databases. These can be accessed by clicking on Datenbanken – DigiBib on our homepage [www.ulb.uni-bonn.de](http://www.ulb.uni-bonn.de).

## Newspapers

Use in the library Newspapers are available in both printed form and on microfilm at Bonn University Library. They may be used only in the library.

Copies Bound newspapers may only be copied on one of the scanners in the → **Reading room**. It is also possible to order a scan or photo (→ **Copying**).

Microfilms Newspaper microfilms can be read on the microfilm readers in the → **Reading room**. You can print out copies from newspaper microfilms on a reader printer. Some newspapers are available in electronic form (→ **Electronic services**).

## Notification

By e-mail If you give us your e-mail address, we will notify you automatically and at no cost when an item that you have reserved or have ordered through our interlibrary loan service is available and can be picked up. We will also send you a reminder shortly before your checked-out books must be returned to the library (→ **Information services**, electronic notifications).

By mail Alternatively, we will notify you by letter when books you have reserved or ordered through our interlibrary loan service are available for you. In this case, you will be charged for postage.

## Open stacks

The open stacks (= Freihandmagazin) may be used without restriction.

You may remove **books** from the shelves in the open stacks and check them out.

You may use and copy **periodicals** and check them out for use in the → **Reading Room**. They may not however be taken out of the library.

Please be sure to first check the Hauptkatalog (→ **Catalogues**, → **Borrowing**) for the shelf mark (= location number) so that you can locate the item you are looking for.

Main Library At the Main Library, books that were acquired in recent years and the → **Textbook collection** are located on basement level -1 (1. UG). The open stacks for periodicals (→ **Periodicals**) are located on basement level -2 (2. UG).

MNL Branch Library Current books and some of the → **Textbook collection** and → **Periodicals** are located on basement level -1 (1. UG).

## Password

What do I need a password for? You need a password in addition to your user ID in order to use various check-out functions, access your user account or make use of the interlibrary loan service. Your password serves data privacy purposes and protects your account against misuse.

Issuing a password You can assign your own password by

- clicking on ‚Your Account‘ in the upper menu bar in the Hauptkatalog and then
- entering your user ID and
- the desired password with a total length of 4 to 6 digits (letters and/or numbers). Please note: Passwords are case sensitive.
- After submitting your password you will be asked to enter your new password two more times. You then confirm it.

User ID issued by Bonn University You need a user ID from Bonn University and VPN Client software in order to use the library’s Internet PCs or to access the eCampus learning platform or periodicals and databases licensed to Bonn University from your own PC.

Further information is available on the website of Bonn University’s Data Processing Services (Hochschulrechenzentrum – HRZ) at: [www.hrz.uni-bonn.de](http://www.hrz.uni-bonn.de).

## Reading rooms and workspaces

Main Library The Main Library has 370 workspaces in the Reading room (= Lesesaal) and 8 workspaces in the Manuscript reading room (= Handschriftenlesesaal). TPC workstations are located in the information centre for searching catalogues, databases and the Internet. The information centre also has three group study pods with seven seats each, two wall monitors and jacks for connecting laptops to the monitors. Due to the strong demand for these study pods, we recommend that you make use of the online reservation service on our website. More group workspaces can be found in the Lerncafé.

MNL Branch Library	The MNL Branch Library offers a number of tables in its Reading rooms and PC workstations for searching catalogues, database and the Internet. It also has 16 carrels and two group study rooms.
WLAN	Both the Main Library and the MNL Branch Library have WLAN so that you can access the Internet from your laptop at the library if you wish. Further information regarding WLAN use is available on the website of Bonn University's Data Processing Services (Hochschulrechenzentrum – HRZ) at: <a href="http://www.hrz.uni-bonn.de">www.hrz.uni-bonn.de</a> .
Books	The Reading rooms in the Main Library and the MNL Branch Library have many chairs for use when reading and offer a non-lending collection of reference works and basic texts organised by subject.
Journals and newspapers	At the Main Library, current journals are located in display cases in the Reading room. Some journals are not put out for unrestricted use. The current issues of these journals are available at the Reading room desk. Daily and weekly newspapers are located in the newspaper corner.  At the MNL Branch Library, all periodicals published in 1980 or later are available for use in the Reading room on the 1st floor (1. OG) and in the open stacks on basement level -1 (1. UG).
Manuscripts and rare books	The Manuscript reading room in the Main Library was set up for individuals wishing to use manuscripts, old and rare books and any books that were published before 1801.

## Registration

Who?	Students, instruction personnel and other employees of Bonn University, residents of the City of Bonn and the greater Bonn metropolitan area, and members of other universities in the state of North Rhine-Westphalia may use Bonn University Library.
How and where?	You can register at the Loan Department at the Main Library or at the Loan Department at the MNL Branch Library. Individuals wishing to register must present their identification card, or their passport along with proof of their current address (Meldebescheinigung from the residents' registration office at City Hall). Students must additionally submit their student ID and university

employees must submit proof of their employment with the university, unless they are listed on Bonn University's website. A library card will be issued to you upon registration. All other persons wishing to use Bonn University Library are required to pay an annual fee.

Notification of changes

Please inform the Loan Department immediately in the event that you lose your library card, have a change of address, your name has been removed from the university register or you are no longer employed by the university.

## Terms of use

What are terms of use?

Bonn University Library's terms of use regulate the legal relationship between you and Bonn University Library which was established when you were granted permission to use Bonn University Library. They are the 'contractual basis' for reciprocal rights and obligations.

Where can I find them?

You can consult the terms of use at the Lending Desk at the Main Library or the MNL Branch Library or read them on our website.

Please note

- While in the library please be quiet and show consideration for other users.
- Mobile telephones may not be used in the library and must be turned off.
- You may take water in transparent, re-closable plastic bottles into the public areas on the ground floor. No other beverages or food are permitted.
- Smoking is prohibited throughout the library.
- Coats and bags may not be taken into the Reading Room, stacks or textbook collection. Coin-operated lockers are available for your use.

## Textbook collection

Holdings	<p>The textbook collection (=Lehrbuchsammlung) contains multiple copies of current textbooks and reference books for all departments.</p> <ul style="list-style-type: none"><li>▪ Textbooks for the arts, humanities, law and economics are located on basement level -1 (1. UG) at the Main Library.</li><li>▪ Textbooks for computer science, sciences, medicine and agricultural sciences are located on the ground floor (EG) and basement level -1 (1. UG) at the MNL Branch Library.</li><li>▪ Textbooks for mathematics are located in the Mathematics Library (Endenicher Allee 60). You may check these textbooks out with your ULB library card. The rules for checking out textbooks at Bonn University Library also apply to checking out textbooks at the Mathematics Library.</li></ul>
Holdings	<p>The textbook collection (=Lehrbuchsammlung) contains multiple copies of current textbooks and reference books for all departments.</p> <ul style="list-style-type: none"><li>▪ Textbooks for the arts, humanities, law and economics are located on basement level -1 (1. UG) at the Main Library.</li><li>▪ Textbooks for computer science, sciences, medicine and agricultural sciences are located on the ground floor (EG) and basement level -1 (1. UG) at the MNL Branch Library.</li><li>▪ Textbooks for mathematics are located in the Mathematics Library (Endenicher Allee 60). You may check these textbooks out with your ULB library card. The rules for checking out textbooks at Bonn University Library also apply to checking out textbooks at the Mathematics Library.</li></ul>
Rules of use	<p>Only registered students of Bonn University may use these books. Textbooks may be checked out for 24 days, not counting Sundays, (→ <b>Borrowing</b>) and cannot be renewed. It is not possible to reserve textbooks. In the event that all copies of a particular textbook have been checked out, there are usually additional copies in the Reading room or in the closed stacks. You can conduct a search in the Hauptkatalog to find out where individual textbooks are located and if they are checked out.</p>