

### **Main Library**

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### **MNL Branch Library**

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



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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 books, publications and information needed for university studies, teaching, research and continuing education. Additionally, it lends scientific 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 more than 25,000 journals, several thousand e-books and several hundred general and specialised databases.

## bonnus and catalogues

- Why? 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 bonnus in order to ascertain its shelf mark.
- bonnus (Discovery service) lists books, periodicals, articles and other media from the holdings of the Main Library, the MNL Branch Library and numerous department and institute libraries. For accessing electronic media you have to be connectet to the university network in the most cases (→ **Electronic services**). In addition bonnus lists many documents, that are not available in Bonn. You can order these documents directly in bonnus by → **Interlibrary loan**.
- 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 *bonnus*. Using information from the *Alter Katalog*, you can order the desired books.
- Zeitschriften – ZDB (Journals) The *ZDB* contains the printed and electronic periodicals from most 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.
- eZeitschriften - EZB (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**).

## Borrowing

- Using bonnus With the exception of some sections of the ULB's old holdings, → **bonnus** 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 *Main Library*, *MNL Branch Library*, a department library or institute library, → **Open stacks**, → **Textbook collection** or → **Reading room**

- **Status** *available for loan, available for request out of the stack - click to order!, Benutzung am Ort* (for reference only), *Exemplar on loan until ... - click for reservation!*
- **Return date** of having one's name put on a waiting list to reserve an item that is currently on loan

Status: *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: *available for request out of the stack - click to order!* 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.

Books that are ordered on weekdays before 1 p.m. can usually be picked up as early as 4 hours later and will be kept ready at the lending desks up to 9 open days later. Books that are ordered after 1 p.m., on weekends or holidays can be picked up on the next open day from 10 a.m. on. If the ordered item is located in one of our external stacks a delay of several days has to be anticipated.

Status: *Benutzung am Ort* (for reference only) Such items include bibliographies, catalogues, encyclopaedias, dictionaries and reference books which can only be used within the library.

Status: *Exemplar on loan until ... - click for reservation!* If the book you are looking for has been checked out, you can **reserve** it in bonnus. Once the book you have reserved is available again you will receive a → **Notification**.

Borrowing period Borrowing periods and renewals are calculated on the basis of the days on which the Lending Desk is open. The **regular borrowing period** for books and other media is 28 days. You may **renew** the borrowing period twice when the item has not been reserved by another user.

The borrowing period for items in the → **Textbook collection** is also 28 days. A renewal or reservation is not possible.

The end of the borrowing period is noted in your **user account** and on the **check-out slip** that you receive whenever you check out a book.

**Renewing the borrowing period** You can renew the borrowing period for a book you have either through → **bonus** 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 28 days. 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 bonus and call up information about your check-out transactions (→ **Password**). 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.

## Copying

**Main Library** Photocopiers, printing stations and scanners are available in the information centre and in the → **Reading room** copy centre.

**MNL Branch Library** Photocopiers, printing stations and a scanner are located at the first floor.

**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. In the reading room there is also a copy/printing machine which accepts coins.

**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 online via a form at the websites of the ULB.

## Electronic services

Website	<p>We offer an extensive range of electronic services on our homepage <a href="http://www.ulb.uni-bonn.de/english">www.ulb.uni-bonn.de/english</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</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>Internet usage</b>).</p>

## Fees

Statutory basis	Fees are imposed according to the <i>Fee Schedule for the Libraries of the University of Bonn</i> (Gebührenordnung für das Bibliothekssystem der Rheinischen Friedrich Wilhelms-Universität Bonn). Ranking among these are fees for exceeding the loan period, fees for replacement of lost library cards, compensation of lost or damaged media, fees for interlibrary loan orders.
Fee Schedule	The Library's Fee Schedule lists all imposable fees. The schedule can be viewed at the lending desks and on our web site.

## 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.

## 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	<p>You can also contact our information Desks by telephone or e-mail.</p> <ul style="list-style-type: none"><li>■ Main Library: 0228/73-7525, <a href="mailto:information@ulb.uni-bonn.de">information@ulb.uni-bonn.de</a></li><li>■ MNL Branch Library: 0228/73-3405, <a href="mailto:informationmnl@ulb.uni-bonn.de">informationmnl@ulb.uni-bonn.de</a></li></ul>
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. Otherwise we have to write you a letter. In this case we have to debit you with the postage. In addition, we will send you a reminder via e-mail 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 are not available in ULB or a Departmental Library can be ordered by interlibrary loan via bonnus or by selecting *Interlibrary Loan* in the menu of our website.

In both cases you must log in:

- Enter your user ID and → **Password**,
- Then select either *Books* (= Bücher) or *Journal Articles* (= Zeitschriftenaufsätze) 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 order on your interlibrary loan account.

## Internet usage

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 ID to search on Internet PCs located in the Information Centre of the Main Library and on the ground floor of the MNL Branch Library.

WiFi    Wireless internet access is available throughout the ULB. For this, you need to use your University ID and VPN client software.

Remote Access    With your University 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 ID, WiFi and downloading VPN client software is available on the website of Data Processing Services (Hochschulrechenzentrum - HRZ): [www.hrz.uni-bonn.de](http://www.hrz.uni-bonn.de).

## 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 and MNL Branch 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.

## Library card

Period of validity	In order to check out books, you need a library card which you will receive upon → <b>Registration</b> . 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 → <b>bonnus</b> to see how long your library card is still valid.

## Literature search

Start your search in → **bonnus**. You can additionally conduct searches in our subject databases. These can be accessed by clicking on Datenbanken – DBIS on our homepage.

## 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**).
- Electronic News-  
papers                      The database „Lexis Nexis Academic“ offers numerous international newspapers accessible via Bonn University network or at the PCs in the Library.

## 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).  
Also you will be informed about changes concerning the use of the library and about the latest news.
- 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 bonnus (→ **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 „My Account“ in bonnus
- entering your user ID and
- the desired password with a total length of 6 to 12 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 several hundred workspaces in the Reading room (= Lesesaal), Manuscript reading room (= Handschriftenlesesaal) and the information centre. 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 six seats each and two wall monitors for connecting laptops or tablets. Due to the strong demand for these study pods, we recommend that you make use of the online reservation service on our website. Only students of the University of Bonn can do so.

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 a room with workspaces for study group and 5 carrels with six seats and monitors at the first floor.

WiFi      Both the Main Library and the MNL Branch Library have WiFi so that you can access the Internet from your laptop at the library if you wish. Further information regarding WiFi use 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).

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 news- At the Main Library, current journals are located in display papers cases in the Reading room. Some journals are not put out for unrestricted use. 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.
  - Seat reservation is not permitted.

## Textbook collection

- Holdings
- The textbook collection (=Lehrbuchsammlung) contains multiple copies of current textbooks and reference books for all departments.
- Textbooks for the arts, humanities, law and economics are located on basement level -1 (1. UG) at the Main Library.
  - 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.



- 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.

#### Rules of use

Only registered students of Bonn University may use these books. Textbooks may be checked out for 28 days, (→ **Borrowing**) 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, closed stacks or online as an e-book. You can conduct a search in *bonnus* to find out where individual textbooks are located and if they are checked out.