Borrowing regulations

**Library registration**
Before borrowing your first book, please activate your Campus Card as your library card at our service desk between 9 am and 5 pm.

**Borrowing**
- You can borrow up to 50 items
- Loan period 4 weeks

Borrowing of reference books (recognizable by the red tape at spine) is only possible during the last opening hour. The loan period ends on the following working day, one hour after opening.

Journals, newspaper, loose-leaf collections and theses are not for loan.

If you exceed your loan period, there will be charges starting with € 7.50.

**Renewing and reservation**
Loans may be renewed a maximum of three times using the library catalogue. Reserved items cannot be renewed. For renewal of inter-library items, please contact the library team.

You may use the library catalogue to reserve items that are currently on loan. You will receive an email when the reserved item has returned to the library.

**Return**
Please return your loans at our service desk. If the library is closed, leave your loans in the book return box or CD return box at the black block.

Electronic resources

**Library Catalogue**
In the catalogue you will find all books, ebooks, CDs and DVDs of the HNU library.

Moreover you can make renewals, reservations and inter-library orders.

Log in with your library number (on your Campus Card) and your password (date of birth in the form TTMMJJ).

**Databases**
On our website you will find more than 40 licensed specialized databases with a wide variety of content, for example journal articles, statistics or corporate information.

Apart from the library catalogue, the databases are your most valuable tools for literature research.

**Reference management software**
Keep track of your literature and insert references into your paper with a single click. We have licensed the following programmes and also offer training for:
- Citavi (for Windows)
- EndNote (for Windows and Mac OS)

**Off-campus access**
Via EZproxy you can use all of our e-books and almost all databases off-campus.

**Thesis database**
Here all HNU theses are listed. If the thesis has no blocking notice, you can request them at our service desk and read them within the library.
Opening hours

The current opening hours can be found on our homepage.

**During semester**
- Monday - Thursday: 9 am - 7 pm *
- Friday: 9 am - 5 pm
- Saturday (twice a month)**: 10 am - 2 pm

**Before and during exams**
- Monday - Thursday: 8 am - 9 pm *
- Friday: 9 am - 5 pm
- Saturday (twice a month)**: 10 am - 2 pm

**During semester break**
- Monday: 9 am - 1 pm
- Tuesday - Thursday: 1 pm - 5 pm
- Friday: 9 am - 1 pm

* from 5 pm only borrow and return (no guidance, no registration and no cash payment of fees)
** dates on our homepage

Contact

Phone: 0731/97622706
Fax: 0731/97622799
Email: bibliothek@hs-neu-ulm.de

Homepage: www.hs-neu-ulm.de/library

Adress

Hochschule für angewandte Wissenschaften
Neu-Ulm - HNU
Neu-Ulm University of Applied Sciences
Hochschulbibliothek | Library
Wileystraße 1 | 89231 Neu-Ulm

as of January 2020

Learning Place

**Learning stations**
There are more than 50 learning stations in the reading room, two carrels and two group learning spaces.

Furthermore, there are lockable carrels for rent against deposit for three weeks. You may also store your materials overnight.

**Internet in the library**
We offer stationary computers and WLAN for educational use.

**Caddies**
We provide you with 12 rentable caddies. You can use them to store your working material within the reading room.

**Lockers**
There are lockers at the black block in the HNU foyer.

**Shelf mark: find items at shelf**
The shelf mark you find in the library catalogue will lead you to the location of the medium in the shelves of the HNU library. Here is a typical shelf mark:

100/QP 120 M699-2 (4) + 2
- 100 = branch (100 = reading room)
- QP 120 = topic
- M699 = author’s acronym
- 2 = volume 2 of a multipart item
- (4) = 4th edition
- +2 = 2nd copy of a book

Our services

**Inter-library loan**
You can order academic literature via inter-library loan if the HNU library does not own it. The order can be placed in the library catalogue.

You will receive an email when the item has arrived at the HNU library.

**Individual guidance**
Please feel free to contact Timo Guter. He will be pleased to inform you about our range of workshops.

**Premium status during your thesis**
During your bachelor’s or master’s thesis you will be allowed to borrow books for 10 instead of 4 weeks. You can get this premium status by showing us your completely filled and approved HNU thesis registration form.

You can also ask for individual literature research support.