

## 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:

<b>First</b> overdue notice	EUR 7.50
<b>Second</b> overdue notice an additional	EUR 10.00
<b>Third</b> overdue notice an additional	EUR 20.00
+ postage	EUR 3.50
<b>Fourth</b> 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 Admissions and Organisation Office.

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](http://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.

OTH Regensburg

### HOCHSCHULBIBLIOTHEK (OTH LIBRARY)

#### SEYBOTHSTRASSE CENTRAL LIBRARY

Seybothstr. 2, building R  
93053 Regensburg

Phone: 0941 943-1038 (circulation desk)  
Phone: 0941 943-1039 (interlibrary loan)  
Email: [bibliothek@oth-regensburg.de](mailto:bibliothek@oth-regensburg.de)  
[www.oth-regensburg.de/bibliothek](http://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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## Getting Started

HOW TO USE THE LIBRARY

(SEYBOTHSTRASSE CENTRAL LIBRARY)



## WELCOME TO OTH REGENSBURG UNIVERSITY OF APPLIED SCIENCES!

### How do I get a library card?

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

**Individuals not affiliated with OTH Regensburg** can sign up for a library card at the circulation desk. Please bring a valid form of identification with you.

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?

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Use the Library Catalogue oth OTH Regensburg (OPAC) to conduct research: <https://bibkatalog.oth-regensburg.de/vufind/?lng=en>

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 (FortiClient/VPN access) here: <https://rzwww.oth-regensburg.de/supportwiki/doku.php?id=en:public:netz:vpn-forticlient>

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

Call number: **F 03** MS 2700 A585-4(2)+3

The marked characters 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 **MS** 2700 A585-4(2)+3

The marked characters indicate the book's **subject area**, in this case sociology.  
The **floor plan** in the library 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?

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All magazines are located in the lower level. Unlike books, magazines are arranged **alphabetically by title**.

- **Current issues** are located on the magazine display shelves.
- Older issues (**last 10 years**) are bound and shelved behind the current issues.

### How do I check out items?

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The self-checkout machines allow you to check out materials yourself. You just need your library card.

### How long can I borrow library materials?

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- Books, CDs, DVDs, and games: 4 weeks. Renewals are automatic unless requested. You can manage the status of your loans yourself using the "Account" function in the library catalogue.

Items can be renewed four times. If you have a reservation, please return the item by the end of the loan period. The return date will be communicated to you by email and can be viewed in your account.

- Newspapers and bound volumes of newspapers can **not be checked out**.
- Current issues of magazines and journals can be checked out up to a week.
- Books labelled as "Kurzausleihe" can be checked out up to a week.

Please be sure to check your library 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?

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You can **request** library items yourself through the library catalogue of OTH Regensburg. 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

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Requests from other libraries of Regensburg are processed through the local lending system (OLV). If the desired item is not available, a free interlibrary loan can be initiated.

### Where do I return my books?

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The **return station** is located in the central corridor to the left of the OTH Library entrance. Here you can check in your materials yourself.