

Reservations

By using the „Reserve“ or „Vormerken“ button on the website reservations for borrowed books can be submitted. Notifications about the arrival of a reserved book are sent by email. Information about the issue point are shown in „Loans“ or „Entleihungen“ in the user account.



User Information

The button „My Account“ or „Benutzerkonto“ in the online catalogue provides access to the entire information about your user account:

- borrowed media items
- reserved titles, including the possibility for cancellations
- possible fees
- changing of the password

Please note that your user account will be blocked if it is in debt.

If you forgot your password, please contact the staff at the circulation or information desks for assistance.


To finish using your account, please use the button „Logout“ or „Schließen“ every time to log off securely.

Email Information Service


We offer an email information service to all users with a valid email address:

- Advice for new users
- Information about reserved items
- Information about the arrival of an interlibrary loan
- Information about the expiration of the membership
- Information about the end of a loan period


Some useful points

- There are lockers for your jackets and bags available in the entrance areas.
- In the interest of all library users, eating, drinking, and making phone calls is not allowed.
- You can switch the online catalogue to an English language version by using the  button in the top left hand corner.


Campus Library Südstadt

Information/Media Desk
 + 49 (0)381 498-86 40

Campus Library Innenstadt

Information
 + 49 (0)381 498-87 12

Campus Library Lichtenhagen

Information
 + 49 (0)381 498-87 71

www.ub.uni-rostock.de

Our Services





Welcome to

Rostock University Library

Research

Shelf marks and locations can be researched in the online catalogue.

Literature not indexed in our online catalogue, mainly titles published between 1850 and 1960, can be found by using the electronic card catalogue.

For further information, please visit the library website: www.ub.uni-rostock.de

Loan

Accessing and borrowing the media items is free of charge. Charges only apply for certain services. The loan period is four weeks.

Please check the book before lending and inform the staff about possible damages. Without a notification, the staff will assume that the book was handed over in perfect condition.

Book return

Please return the media items to the issue point within the loan period.



Stack collection

Please request books and magazines from the closed stack via the online catalogue.

Registration

- The library is open to the general public and free of charge. The minimum age for a membership is 16.
- International guests are very welcome. For further information, please contact the staff at the information desks.
- To access all library services, a library card is required. You need a valid identity card or a passport with an official proof of residency to sign up. Students should also present their student identity cards.
- The library card has to be renewed once a year. Therefore an identity card and the student identity card are required.
- To avoid misuse, the loss of a library card has to be reported immediately.

Information Desk

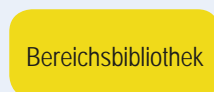
The library staff will be happy to help you find literature and with any questions you may have.

Open Access holdings

The borrowable holdings are marked as follows:



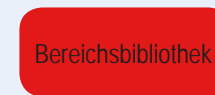
borrowable



borrowable

Non-circulation holdings

The non-borrowable holdings are marked as follows:



**non
borrowable**



**non
borrowable**

Renewals

The loan period can be extended online up to ten times. Renewals are not possible if:

- an item is reserved
- there are outstanding fees
- the membership has expired
- the loan period has been exceeded



Lending information

The following books are not borrowable and must be consulted in the reading rooms:

- books published before 1900
- important reference books i.e. dictionaries, encyclopaedias, atlases etc.
- large-sized items, microforms, loose-leaf publications
- newspapers and magazines
- reserve book collections