



published in May 2017

Universitäts- und Landesbibliothek Darmstadt

ULB Stadtmitte
Magdalenenstraße 8
64289 Darmstadt

- ☎ 06151 16-76210 Loan desk
- ☎ 06151 16-76211 Central Information
- ☎ 06151 16-76260 Research Reading Room
- ✉ info@ulb.tu-darmstadt.de
- 🏠 www.ulb.tu-darmstadt.de

ULB Stadtmitte, Magdalenenstraße 8, 64289 Darmstadt	
Loan desk Textbook collection	Tel.: 06151 / 16-76210
Information entrance (security)	Tel.: 06151 / 16-76215
Central Information	Tel.: 06151 / 16-76211
Research Reading Room	Tel.: 06151 / 16-76260
Team Social Sciences	Tel.: 06151 / 16-76212
Team Humanities	Tel.: 06151 / 16-76213
Team Mathematics, Sciences and Engineering	Tel.: 06151 / 16-76214
Team Electronic Publishing	Tel.: 06151 / 16-76217

For other departments please visit our website

Patent Information Centre (PIZ), European Documentation Centre (EDZ), Special Collections and Music, Historical Archive of the TU Darmstadt

ULB Lichtwiese, Franziska-Braun-Str. 10, 64287 Darmstadt	
Loan desk Textbook collection	Tel.: 06151 / 16-76400
Information	Tel.: 06151 / 16-76401
Team Natural Sciences and Engineering	Tel.: 06151 / 16-76424
Team Architecture, Civil Engineering, History of Arts and Classical Archaeology	Tel.: 06151 / 16-76402

BGG - Bibliothek Gesellschafts- und Geschichtswissenschaften, Landwehrstr. 54, 64289 Darmstadt

Loan desk Information	Tel.: 06151 / 16-57474
-------------------------	------------------------

Where do I get a library card?

Loan Desk (ground floor - EG), HRZ

Members of the TU Darmstadt receive the „Athene-Karte“ automatically when they enroll at the registration office. The „Athene-Karte“ entitles you to use all services of the library. In case you did not receive the „Athene-Karte“ and are a regular member of the TU Darmstadt, please consult the university computer centre (HRZ).

If you are not a member of the TU Darmstadt, please register for the „ULB-Karte“. On the ground floor we provide computers to fill out the application form. The form is also available on our homepage, you can fill it out at home and bring it along to get your library card.

Furthermore you need your identity card and a photo. You can either upload the photo yourself or we make a photo at the counter.

People from abroad need their passports and their registration forms (official confirmation of your place of residence in Germany = Meldebescheinigung).

Your library card is not transferable. You are liable for all items and charges on your card unless you have reported your card lost or stolen. If you lose your library card, please inform the loan department immediately.

How and where to use the library card?



You will need a library card to

- use lockers (basement - UG)
- borrow books at the loan desk or self loan terminals (ground floor - EG)
- order media from closed stacks (via all computers in the library and remote access)
- reserve carrels and deposit boxes (application form on our website)
- reserve group study rooms (use our room coordination)
- use of the internet and research PCs in the premises of the ULB
- payment function (canteen / student cafeteria)

Which personal belongings are allowed in the library?

You are allowed to bring the following items with you:

- personal working materials
- own and borrowed books
- laptops, notebooks or similar
- mobile phones if muted before entering the library
- water in clear plastic bottle
- transparent (library) bags

Items that are NOT to be brought into the research areas include:

- outer wear like jackets or coats
- bags or similar other than transparent (library) bags
- food and beverages other than water in clear plastic bottles

How and where to lock my jacket and bag?



lockers (basement - UG)

Please use the lockers in the basement to lock your outer wear and baggage. Only laptops and working materials are allowed in the research areas.

To use the locking system please first activate your library card at the magnetic field in the first row of lockers. Then find an empty box, store your things and close the door. To lock and open the locker press your library card (Athene-/ULB-Karte) against the knob until the lock catches. Memorize the number of your box!

The lockers should be emptied after 8 hours, after this time the library will charge regular overdue fees.

Do not lock valuable property, the library is not responsible for any loss. Please leave the locker open after use.

Where are the help desks?



loan desk (ground floor - EG), central information (ground floor - EG), research reading room (2nd floor - OG 2)

For questions concerning loan or interlibrary loan please contact the loan desk on the ground floor.

For general questions concerning our library services, e.g. how to use the online catalogue, how to find journals and articles, please ask at the central information desk on the ground floor.

Questions concerning our historical collection, early prints, manuscripts, and incunabula are dealt with in the research reading room on the second floor.

Our staff in the offices on the 2nd, 3rd and 4th floor gives you advice in bibliographical questions on special academic subjects.

And finally, if you need help in issues concerning electronic publishing please consult our team "Electronic publishing" on the 1st floor.

Where to work and study?



1st to 4th floor (OG 1 to OG 4)

You will find research areas on all upper floors. The desks can be taken without reservation. Additionally we offer 48 research carrels and 5 group study rooms on the 3rd and 4th floor.

How to book a group study room?



application form (room coordination)

Library members can book a group study room by themselves using the web interface on our website.

How to book a research carrel? How to book a deposit box for working materials in the upper floors?



loan desk (ground floor - EG)

All library members can apply for a carrel or a deposit box and fill out an application form on our website. The carrels and deposit boxes will be allocated whenever possible. Successful applicants will be informed by email. The keys are handed out and can be given back at the loan desk.

Please loan all lendable books before locking in and do not deposit any reference literature in the lockers or carrels. On all upper floors you will find our self-service terminals.

Where to find scanners?



ground floor to 4th floor (EG - OG 4)

On all floors we provide high quality book scanners in self service. Scans can be saved on a brought USB flash drive or sent by e-mail.

Where to collect ordered books?

loan desk (ground floor - EG), central information (ground floor - EG), research reading room (2nd floor - OG 2)

Lendable media can be collected in general at the loan desk. Non-lendable media published 1916 or later are handed out at the central information desk on the ground floor.

Older and precious books as well as media published in 1915 or earlier are handed out in the research reading room on the second floor.

How to find books in a certain subject?

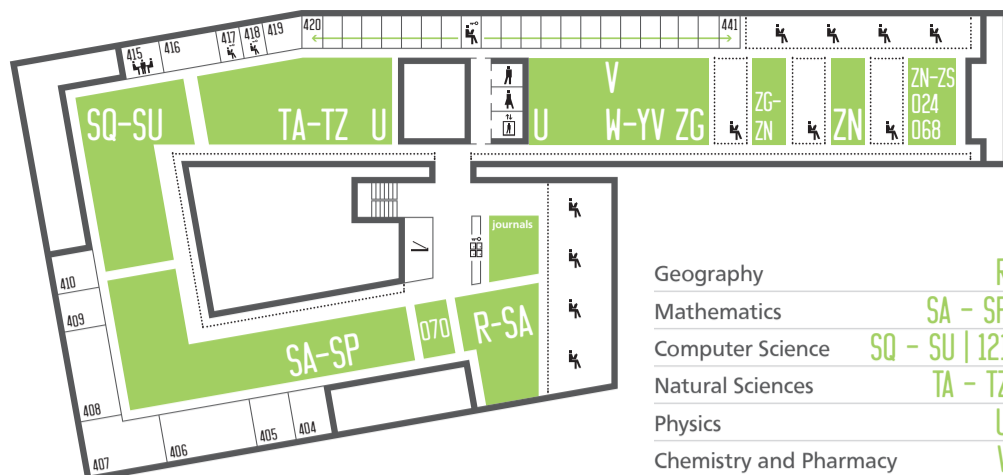
Textbook collection (EG), Research areas 1st to 4th floor (OG 1 - OG 4)

Most of the books in the research areas are shelved according to a German classification system called „Regensburger Verbundklassifikation“ (RVK).

This classification system organizes library material according to 33 branches of knowledge labelled A to Z which are further divided by additional capital letters and a set of numbers. A detailed breakdown of the categories can be viewed online on our website.

Mathematics, Sciences and Engineering

Team Mathematics, Sciences and Engineering 405 – 410

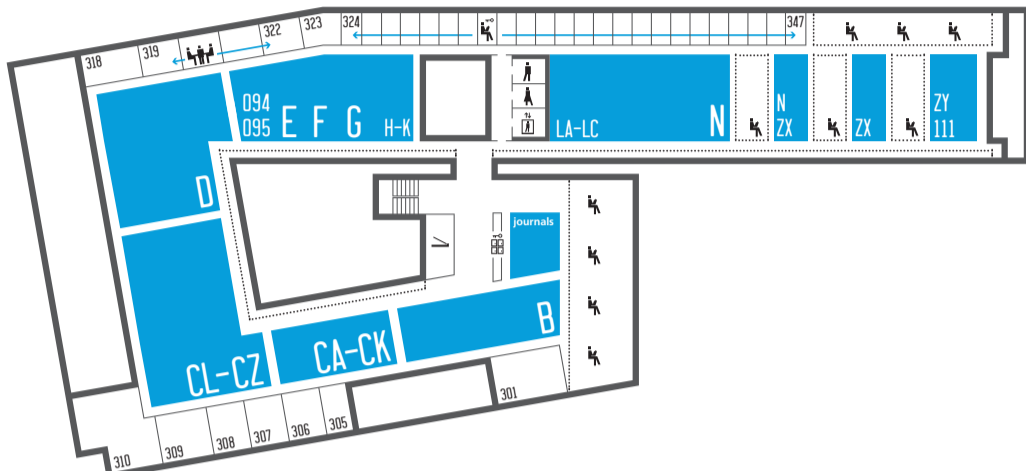


Geography	R
Mathematics	SA - SP
Computer Science	SQ - SU 121
Natural Sciences	TA - TZ
Physics	U
Chemistry and Pharmacy	V

Biology	WA - WX
Medicine	WW - Y
General Engineering	ZA - ZG
Architecture	ZH
Civil Engineering	ZI - ZK
Mechanical Engineering	ZL - ZM 068
Electrical Engineering	ZN 024 070
Traffic, Transport, Power Engineering	ZO - ZP
Measurement Engineering, Control Engineering	ZQ
Craft, Trade	ZS

Humanities

Team Social and Historical Sciences 301, 306 – 308, 310



Theology	B
Philosophy	CA - CK
Psychology	CL - CZ
Educational Science	D 094 095
Linguistics and Literature	E
Classical Philology	F
German Philology	G
English Philology	H
Romance Philology	I
Slavonic Studies	K
Ethnology	LA - LC
History	N
Sports	ZX - ZY 111

Economics and Social Sciences

Research Reading Room / Issue of Media Special Collections and Music 227 – 232

Team Humanities 201 – 202, 207 – 209
European Documentation Centre 210

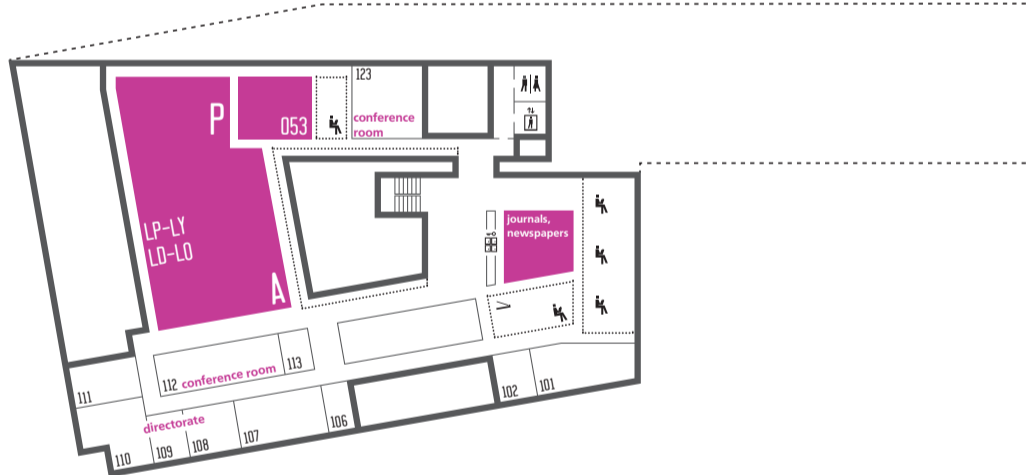


Political Science	MA - ML
Sociology	MN - MZ
European Documentation Centre	EDZ
Economics	Q 019 045

Law, General

Team Electronic Publishing 101 – 102, 107
Electronic Information Services 111

Directorate 108 – 110
Conference Room 112
Conference Room 123

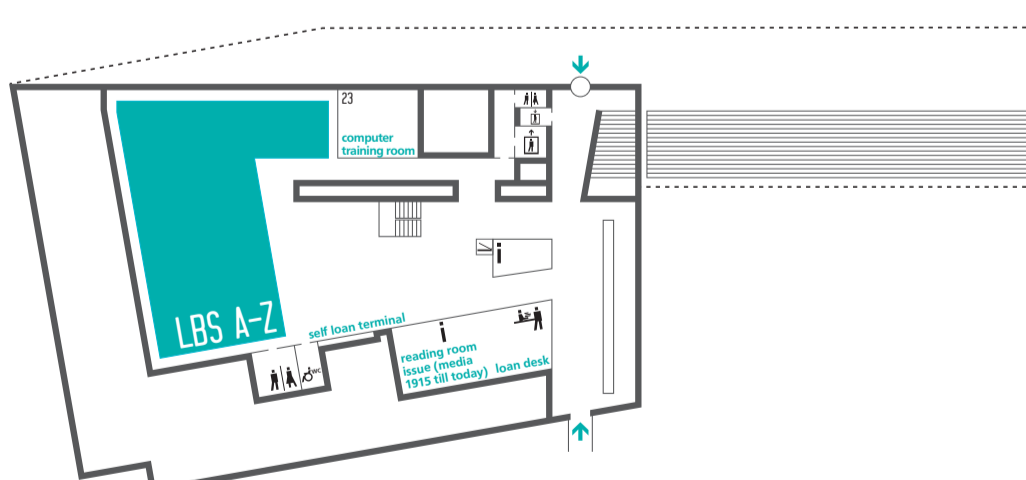


General	A
Classical Archaeology, History of Arts	LD - LO
Music	LD LP - LY
Law	P 053

Textbook Collection, Loan Department

Central Information / Issue of Media
Computer Training Room 23

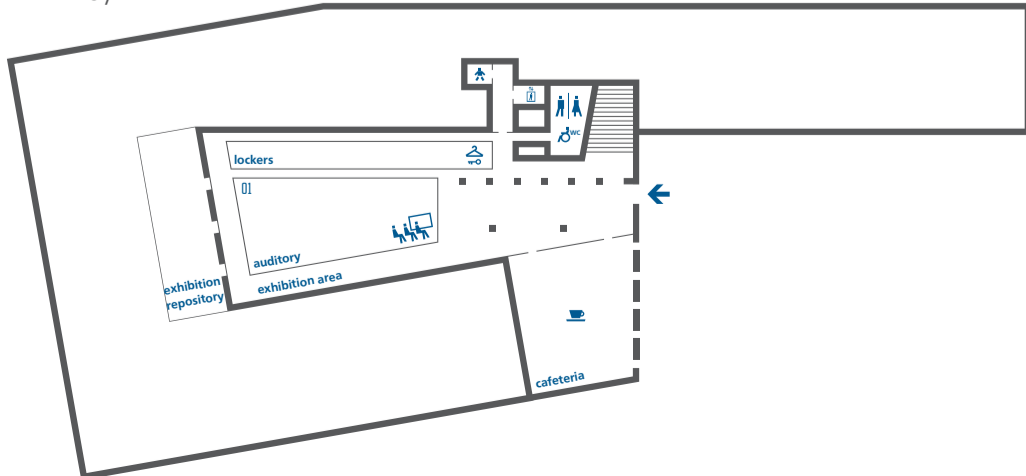
Loan Desk / Self Loan Terminal
Entrance / Exit



textbook collection, all subjects	LBS A - Z
-----------------------------------	-----------

Auditory, Cafeteria, Lockers

Exhibition Area
Entrance / Exit



TG: underground car park