



First information for library users – non-TU-members

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Library card number and password

Your library card is not transferable. The usage authorization is limited but can be renewed for free on request. Your library card number (BAN) is the 12 digit number underneath the barcode and starts with the digits 0017. When the card is issued you receive an initial password according to your date of birth (ddmmyy), e.g. February 30 1980 = 300280. We strongly recommend to change the initial password via https://www.ulb.tu-darmstadt.de/change_password. Please log in with your library card number (BAN) and the initial password, click the links "Profile" and "Change password".

If you lose your ULB-card, please inform the loan department immediately. The library card has to be blocked to prevent misuse. You are liable for all items and charges on your card unless you have reported your card lost or stolen. A replacement card will cost 15 Euro (according to fee schedule of Hessian Ministry of Science and the Arts). Lost

library cards which are handed over to us are blocked accordingly. If your card has been found you will be informed via your loan account or email (if defined in your personal data).

Loan account

Your online loan account lists all items you have borrowed and their individual loan periods. The link "Loan account and user data" on the homepage of the ULB gives you direct access to your account.

Payment function of your ULB-card

The ULB-card includes your photo and allows a cashless payment at the TU Mensa or other bistros of the Studentenwerk for guest prices. Please note that reduced prices for students do not apply for the ULB-card.

Loan periods, renewals and returns

The loan period takes 4 weeks regularly or 6 months for certain books in the textbook collection. You can renew all items in your loan account until one day before they are due if no one is on hold for the title. For later renewals please contact the loan desk. Please note that interlibrary loans may only be renewed by the lending library on request. Textbooks with a fixed loan period of 6 months cannot be renewed. When returning media you receive a ticket. Please check and keep the ticket and report wrong entries immediately. Subsequent complaints cannot be admitted.

E-Mail alert to avoid overdues

As a voluntary service the ULB sends you an e-mail-reminder shortly before items are due. This e-mail is generated automatically by the lending system. However, the ULB cannot assume any liability for the service. The responsibility to return items in time is yours.

If you do not receive our alert due to settings of your provider we are not able to cancel the accrued overdue charges. Please check your account and spam folder at regular intervals.

Fees and charges

Overdue fees are charged without delay according to the current fee schedule of the Hessian Ministry of Science and the Arts when items have not been returned in time. You can neither borrow, extend nor reserve items until you have paid all charges and returned all overdue media.

Textbook collection

At ULB Stadtmitte and ULB Lichtwiese you will find multiple copies of relevant textbooks in the textbook collections on the ground floor. The books can be borrowed for 4 weeks and be renewed if no one is on hold. Textbooks tagged by a pink label have a fixed loan period of 6 months and cannot be renewed.

Electronic media

Generally you can use electronic media only within the premises of the library. The only exception are e-books by the publisher CIANDO and ebooks provided on the platform ProQuest EBook Central which you can read also at your local computer. All electronic media are searchable in our search portal TUFIND. To find all e-books which can be read at home please click "Advanced Search", type your request and enter CIANDO in the publisher-field or follow the URL <https://www.ulb.tu-darmstadt.de/proquest-ebook-central>.

Literature research

Regardless whether you need bibliographic information for your seminar paper or doctoral thesis, we are pleased to help you. We offer individual support, workshops and guided tours to learn how to work in our library.

Interlibrary Loan

You miss a certain book in our stocks? You can order it from another library via interlibrary loan. Please open an interlibrary loan account first and then pay the minimum fee of 1,50 € on your account. Each document supply is charged with a fee which cannot be refunded even if the document is not available. In general the requested

media can be provided in the library within 2 or 3 weeks.

Purchase request

If you miss a certain document you can also suggest media to be purchased by the ULB. Please fill in the electronic form on our homepage. When the media has been bought and can be collected you will be informed by e-mail. In case it cannot be ordered we will contact you immediately.

ULB branch libraries

The ULB maintains two locations and is supplemented by a departmental library (BGG). The main and central library is situated on campus Stadtmitte at Magdalenenstr. 8, the branch library on campus Lichtwiese within the lecture hall at Franziska-Braun-Str. 10.

Please consult our website or our printed site-flyer to see a detailed breakdown of the classifying system in each location.

The ULB holds an extensive collection of manuscripts, incunabula, early imprints and historical maps you can consult for research. Please contact the Special Collections and Music Dept. at Stadtmitte.

For questions concerning patents or trademark protection please contact our staff at the Patent Information Centre at Hofhofalle 38. Our European Documentation Centre at Stadtmitte will help you in issues concerning the European Union.