



TU students

english

## First information for library users – TU students

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### Library card

The Athene-Card (student ID) functions as your library card. 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, which can be viewed on [https://www.ulb.tu-darmstadt.de/initial\\_password](https://www.ulb.tu-darmstadt.de/initial_password) after logging in with your TU-ID.

We strongly recommend to change the initial password after activating the library function. Please use the link displayed on the page or [https://www.ulb.tu-darmstadt.de/change\\_password](https://www.ulb.tu-darmstadt.de/change_password), log in with your library card number (BAN) and the initial password and click the links "Profile" and "Change password".

Your library card is not transferable. The usage authorization is limited but can be renewed for free on request.

If you lose your Athene-card, please inform the loan department and HRZ immediately. The Athene-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. 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.

### 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 two days 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.

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### 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.

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### 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.

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### Textbook collection

The most important textbooks are available in electronic form (accessible within the TU-net or via VPN from your private, local computer). At ULB Stadtmittel and ULB Lichtwiese you will also find multiple printed 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.

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### Electronic media

You can use our wide range of electronic media at your workstation in the office or via VPN at your private, local computer. Please consult the homepage of the HRZ for information how to install VPN. When logging in ensure that you always chose the "Campus Connection", otherwise you will have no access to licenced media.

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### Temporary reserve collections

Lecturers can compile a reserve shelf of printed literature for each seminar or lecture. The books are shelved separately for the whole semester. Digital reserve shelves are accessible via moodle.

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### Reference Management

The TU Darmstadt offers Citavi and EndNote for managing private literature databases. Both products are provided on a yearly campus licence basis. Please consult your library team if you have any questions or problems.

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### 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.

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### Special terms for exam candidates

When starting to write your BA, MA or doctoral thesis you benefit from a temporary special status: you enjoy the privilege of 5 ½ months grace period to return all media if they are not on hold or borrowed via interlibrary loan, and the first overdue notice is free, the follow-up notice, however, is not.

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### 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.

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### 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.