Universitäts- und
Landesbibliothek
Darmstadt

Initial information for users of the ULB Darmstadt

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Library card

For members of TU Darmstadt, the library card is integrated into the Athena card or the TUDa app. People who are not members of TU Darmstadt will be issued with a ULB card. Your personal library card number begins with 0017. You can find it on your library card or in the TUDa app. Once you have received your library card, you must set a password. To do this, go to www.ulb.tu-darmstadt.de/passwort_aendern, enter your library card number and click on 'Senden'. You will then receive a link to the email address on file in your library account, which you can use to set a password. Please note that the link must be accessed within 12 hours and is only valid once. The library card is non-transferable. The right to use the library is time-limited and can be renewed free of charge upon presentation of the required documents.

Please report the loss of your library card to the ULB immediately, as you are liable for any damage resulting from the misuse of the card. The current cost of a new ULB card can be found on our website under 'Costs and Charges'. TU members must also report the loss of their Athena card to the HRZ and clarify the next steps there. If your card is found and handed in to us, we will block your account to prevent misuse and notify you via the email address on file in your library account that your card has been found.

Library account

You can log in to your account via the 'Your Account' direct link on the ULB Darmstadt homepage. There, you can keep track of all your loans and loan periods.

Loan period, renewal and returns

The loan period is normally 4 weeks. You can renew your loans yourself online via your library account before they expire. The new loan period is 28 days from the date of renewal. ULB's own items can be renewed up to five times, provided they have not been reserved. Interlibrary loans may be renewed a maximum of twice, subject to the supplying library's approval. When returning items via the self-service return machine or the return shelves, you will receive a receipt by email at the address stored in your library account. You must check this immediately and keep it as a record. Interlibrary loans can only be returned at the service desks.

Payment function on the library card

Library cards feature a photograph and, thanks to their built-in payment function, allow cashless payments at the canteen or the Studierendenwerk's bistros. Students at TU Darmstadt automatically receive discounted prices via the Athena Card or the TUDa app.

Reminder emails before the loan period expires

As an additional service, the ULB offers you an email reminder shortly before your loan period expires. This email is automatically generated and sent by our library system. We cannot guarantee this service – the responsibility for adhering to loan periods lies solely with you. Even if you have not received the relevant email, we cannot waive any overdue fines that have been incurred. For your own peace of mind, please therefore check your library account regularly.

Fees and costs

If you exceed the loan period, we will immediately charge late fees in accordance with the current version of the fees schedule of the State of Hesse. Items whose loan period has expired cannot be renewed online. Furthermore, if your outstanding balance exceeds a certain amount, your library account will be suspended, meaning you will no longer be able to borrow items. You can find the current fees and suspension thresholds on our website under the 'Costs and Charges' section.

Textbook collection

We have multiple copies of the most important textbooks available for you in the Stadtmitte and Lichtwiese textbook collections on the ground floor.

Use of electronic media

The ULB offers an extensive range of electronic resources. These can be accessed by anyone using the ULB's computers. eBooks from the publisher CIANDO and the ProQuest eBook Central platform can also be accessed by anyone from outside the ULB. eBooks from other providers can only be accessed within the TU network or via VPN (for TU members only). Information on VPN can be found on the HRZ website. When logging in, please ensure that you always select the 'Campus' connection – otherwise you will not have access to the licensed resources.

Events on offer

Workshops on topics such as literature research, acquisition and management, publishing, bibliometrics, standards, patents, research data management, text and data mining, as well as copyright and historical collections are held regularly at ULB sites and online. In addition, individual consultation sessions or bespoke events for groups of five or more people can be booked.

Interlibrary loans

Can't find a particular item in our collection? If so, you can order it via interlibrary loan from another library. To place an interlibrary loan request, you must first open an interlibrary loan account and top up your account with a minimum of €2.00. A processing fee is payable for each interlibrary loan request; this fee is non-refundable if the requested item cannot be supplied. The items you have ordered, if they are available, will usually be provided to you in the library within 2 to 3 weeks.

Purchase request

As well as the interlibrary loan service, you have the option of submitting a purchase request. To do so, please send us the completed 'Purchase Request' form, which you can find on our website under 'Infos A–Z'.

The item you have requested will be automatically reserved for you. As soon as the item is ready for you, you will receive an email. If we are unable to source the book, we will also contact you.

Locations and other departments

The ULB Darmstadt has three sites. The main site is located at Magdalenenstraße 8 on the Stadtmitte campus. The other sites are located in the Lecture Theatre and Media Centre at Franziska-Braun-Straße 10 on the Lichtwiese campus, and in Darmstadt's City Palace at Residenzschloss 1 (formerly Marktplatz 15).

You can find the current subject overview for each location on our website or in the relevant location leaflet. The ULB also holds an extensive collection of manuscripts, incunabula, early printed books, historical maps and much more. You may consult these as part of your research. To do so, please contact the Historical Collections Department (ULB Stadtmitte). In addition, the staff at the European Documentation Centre (ULB Stadtmitte) are available to answer any questions you may have regarding the EU.