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Universitäts- und
Landesbibliothek Darmstadt

ULB Stadtmitte
Magdalenenstraße 8
64289 Darmstadt

06151 16-76210
Service and Information

06151 16-76260
Research Reading Room

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www.ulb.tu-darmstadt.de

ULB Stadtmitte, Magdalenenstraße 8, 64289 Darmstadt	
Service and Information Textbook collection	Tel.: 06151 / 16-76210
Information entrance (security)	Tel.: 06151 / 16-76215
Research Reading Room	Tel.: 06151 / 16-76260
Team Humanities and Social Sciences	Tel.: 06151 / 16-76212 Tel.: 06151 / 16-76213
Team STEM	Tel.: 06151 / 16-76214
Team Digital Publishing	Tel.: 06151 / 16-76217

For other departments please visit our website

Patent and Trademark Centre Rhine-Main, European Documentati-
on Centre (EDC), Historical Collections, Historical Archive of the TU
Darmstadt

ULB Lichtwiese, Franziska-Braun-Str. 10, 64287 Darmstadt	
Service and Information Textbook collection	Tel.: 06151 / 16-76400
Information	Tel.: 06151 / 16-76401
Team Natural Sciences, Engineering, Culture and Architecture	Tel.: 06151 / 16-76424 Tel.: 06151 / 16-76402

ULB Schloss, Residenzschloss 1, 64283 Darmstadt	
Service and Information	Tel.: 06151 / 16-76450
Centre for Digital Editions (ZEiD)	Tel.: 06151 / 16-76292
Team Humanities and Social Sciences	Tel.: 06151 / 16-76212 Tel.: 06151 / 16-76213

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 deposit boxes
- reserve group study rooms (application form on our website)
- 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 12 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 use a research carrel?
How to book a deposit box for working materials in the upper floors?



loan desk (ground floor - EG)

Single study rooms can be used without booking.

The keys for our deposit boxes can be borrowed and returned at the loan desk.

Please loan all lendable books before locking in and do not deposit any reference literature. 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)

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.



lockers
UG



Service and Information
EG



WC
UG – 4



WC
UG, EG, 2



auditory
UG



deposit boxes
1 – 4



research carrels
3, 4



group study
rooms
3, 4



research
area
1 – 4

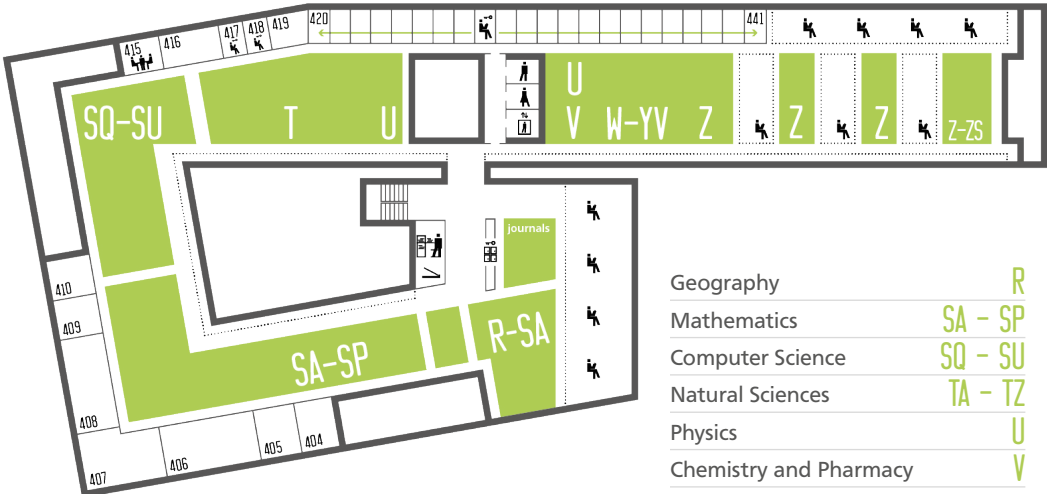


scanner
EG - 4

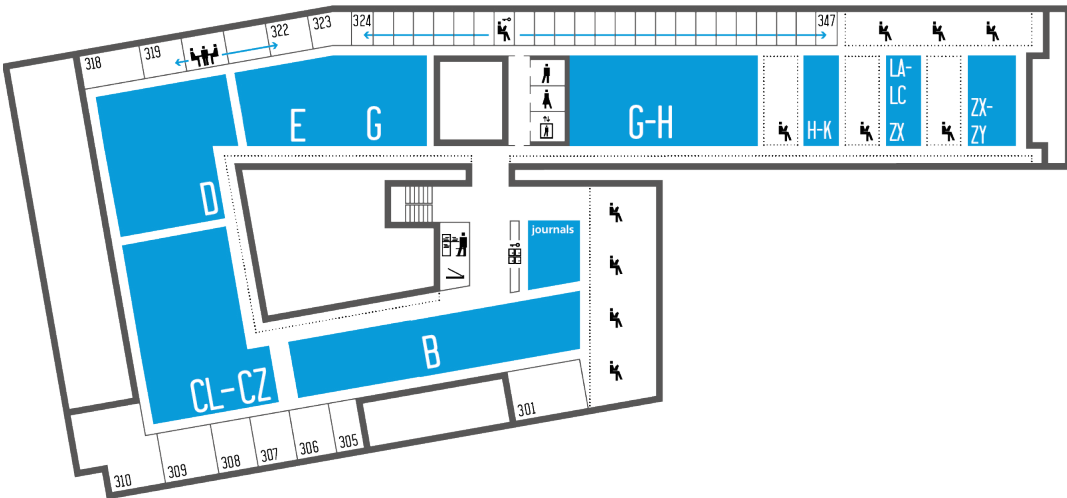


cafeteria
UG

Team STEM 405 – 410

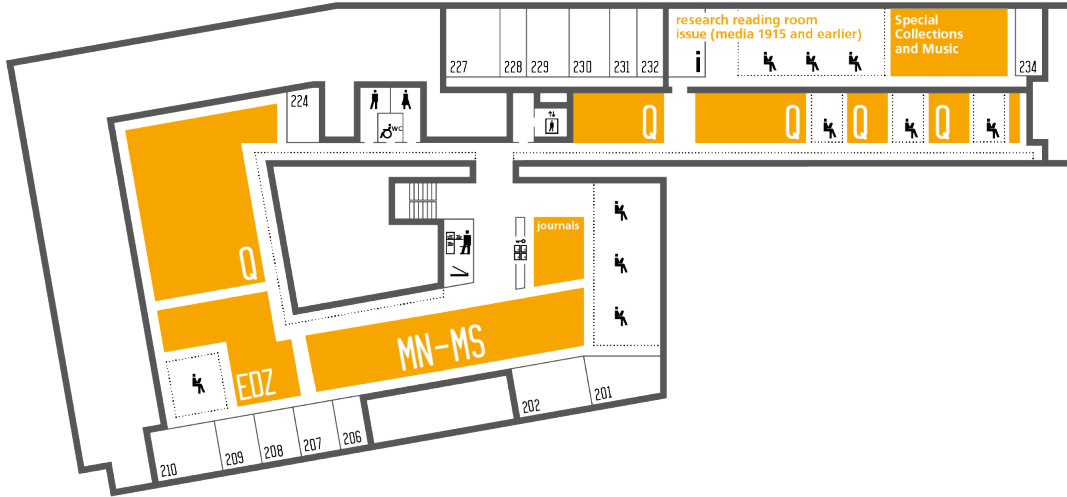


Team Humanities and Social Sciences 301, 306 – 308, 310



Research Reading Room / Issue of Media
Historical Collections 227 – 232

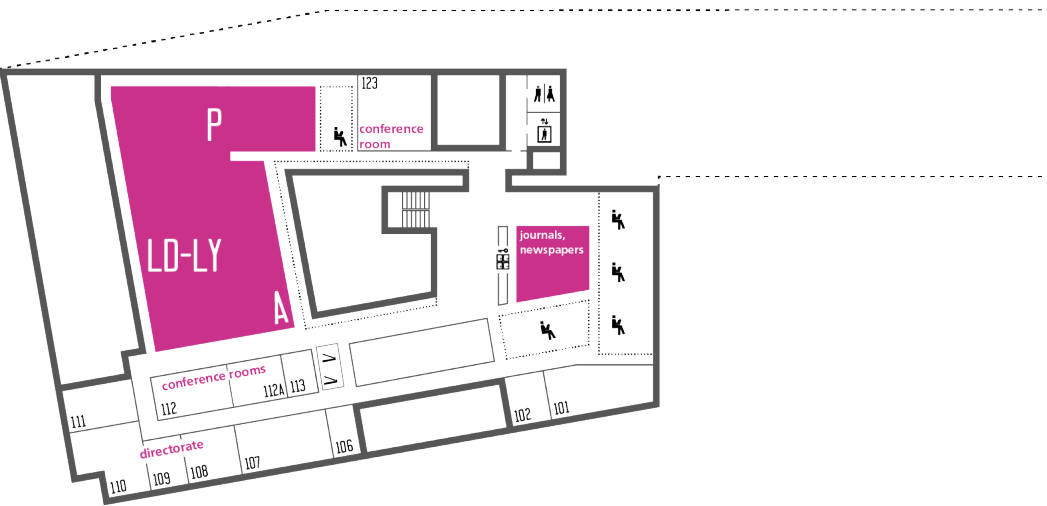
Team Humanities and Social Sciences 201 – 202, 207 – 209
European Documentation Centre 210



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

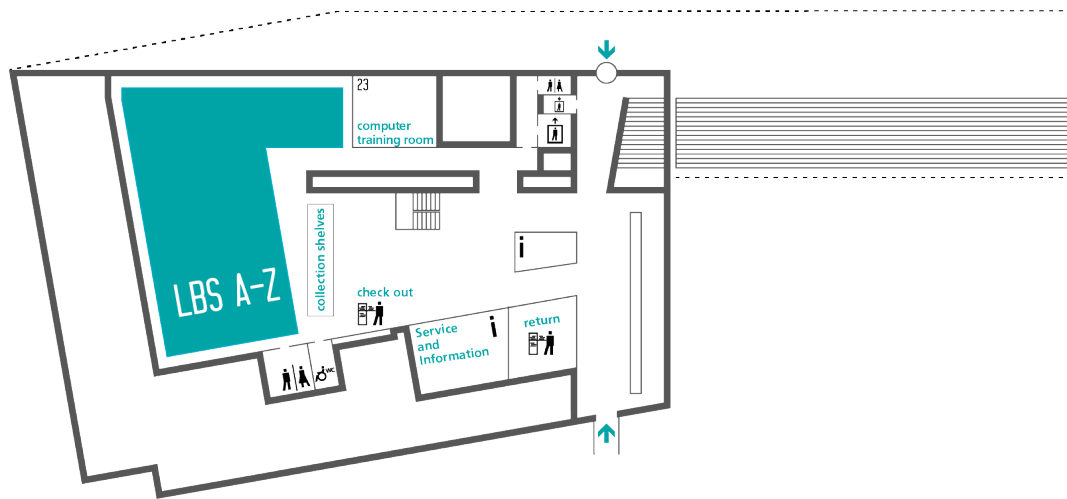
Conference Room 112

Directorate 108 – 110
Conference Room 123

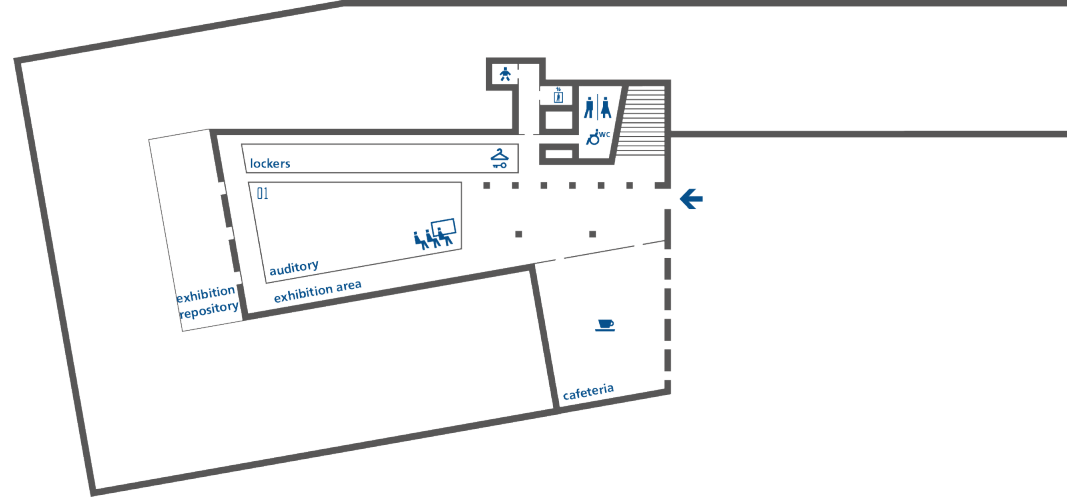


Central Information / Issue of Media
Computer Training Room 23

Loan Desk / Self Loan Terminal / Return Machine
Entrance / Exit



Exhibition Area
Entrance / Exit



TG: underground car park