



## First information for library users – TU students

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### Library card

The Athena Card serves as your library card. Your library card number is printed on the card starting with the digits 0017. When your card is issued you receive an initial password which can be viewed on [www.ulb.tu-darmstadt.de/initial\\_password](http://www.ulb.tu-darmstadt.de/initial_password). Please log in with your TU-ID and the initial password.

We strongly recommend changing the initial password. Once your library account has been activated, this can be carried out on [www.ulb.tu-darmstadt.de/change\\_password](http://www.ulb.tu-darmstadt.de/change_password). Your library card is not transferable.

If you lose your Athena Card, please inform the ULB and the University Computer Center (HRZ) immediately as you are liable for any damages caused by the misuse of the card.

If your card is found or handed in to us, we will block your account in order to prevent misuse. If you have provided an e-mail address in your library account, we will inform you about the discovery of your card by e-mail.

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### Library account

In your library account you can keep track of all of your loans and loan periods.

By the link “Your account” on the homepage of the ULB Darmstadt you can log into your account after it has been activated.

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### Loan periods, renewals and returns

The regular loan period is 4 weeks, it is 6 months for media marked as semester loans. You can renew checked-out books on your own in your library account.

Exempt from this are interlibrary loans which can

only be renewed on special request and under certain circumstances, as well as media on hold and semester loans which cannot be renewed on principle.

When returning items via the return machine or the return shelves, you will receive a receipt by e-mail to the e-mail address stored in your library account. Please check the receipt immediately and keep it as proof.

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### Electronic media

You can use our wide range of electronic media at your workstation in the university or via VPN at your private, local computer.

Please consult the homepage of the HRZ for information on how to install VPN.

When logging in, ensure that you always choose the “Campus Connection”, otherwise you will have no access to licensed media.

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#### E-mail alerts before loan period expiry

As an additional service the ULB will send you an e-mail reminder shortly before the expiry of your loan period. This e-mail is generated and sent automatically by our lending system.

The ULB does not assume any liability for this service - the responsibility to return items in time lies solely with you. Even if you did not receive the respective alert we cannot cancel any accrued overdue charges. Therefore, please check your library account at regular intervals.

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#### Fees and charges

If you do not return your media in time, overdue fees are charged without delay according to the current fee schedule of the Hessen State Ministry of Higher Education, Research, Science and the Arts. Media that are overdue cannot be renewed online.

Furthermore, if you reach the third dunning level or if your outstanding fees exceed a certain amount, you can no longer order, borrow, renew, or reserve any media. The exact amount of the costs can be found on our website under the heading „Charges“.

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#### Special terms for exam candidates

When starting to write your BA, MA or doctoral thesis you can request special loan conditions temporarily. Those include a grace period of 5 ½ months in addition to the standard loan period. The grace period does not apply to media which are on hold or to interlibrary loans. Furthermore, the first overdue notice is free, but all follow-up notices are not.

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#### Textbook collection

We provide some of the most important textbooks in electronic form (accessible within the TU-net or via VPN from your private, local computer).

At ULB Stadtmittel and ULB Lichtwiese you can also find multiple printed copies of relevant textbooks in the textbook collections on the ground floor.

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#### Temporary reserve collections

Lecturers can compile reserve shelves of printed literature which will be shelved separately at the preferred campus for the whole semester.

Digital reserve shelves are accessible via moodle.

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#### Reference Management

The TU Darmstadt offers various types of reference management software.

For more information please consult our homepage.

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#### Workshops

The ULB offers regular workshops on searching and getting access to literature, literature management, research data management, text and data mining, electronic publication and copyright, bibliometry, norms, patents, and on working with historical holdings.

Above that, it is possible to book individual consultations and customized courses for groups of 5 or more people.

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#### Interlibrary Loan

You miss a certain book or other media in our stock?

You can order it from another library by interlibrary loan. To order an interlibrary loan you have to open an interlibrary loan account first and pay the minimum fee of 2.00 € into your account.

Each interlibrary loan item is charged with a service fee which cannot be refunded even if the requested media is not available.

If available, the requested media can usually be provided in the library within 2 or 3 weeks.

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#### Purchase request

In addition to interlibrary loans you also have the option to submit a purchase request.

Please fill in the electronic form "Purchase request" you can find as a link on our homepage. The requested media will automatically be on hold for you. You will be notified by e-mail when the media is ready for collection or in case the media cannot be acquired.

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#### Locations and special departments

The ULB currently maintains three libraries.

The main library is situated on campus Stadtmittel at Magdalenenstr. 8, the second library is on campus Lichtwiese in the lecture hall at Franziska-Braun-Str. 10 and the third library is at the Castle of Darmstadt at Residenzschloss 1 (formerly Marktplatz 15).

Furthermore, the ULB holds an extensive collection of manuscripts, incunabula, early imprints, and historical maps you can consult for research. Please contact Historical Collections at Stadtmittel.

In addition, the staff of the European Documentation Centre at Stadtmittel are ready to help you with any questions.