



External users

english

First information for library users – non-TU-members

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Library card number and password

Your library card number is printed on the card starting with the digits 0017. When your card is issued you receive an initial password according to your date of birth (ddmmyy), e.g. 30 February 1980 = 300280.

We strongly recommend changing the initial password. This can be carried out on www.ulb.tu-darmstadt.de/change_password. Please log in with your library card number and the initial password and click the links "Profile" and "Change password".

Membership is limited in time and can be renewed free of charge upon presentation of the necessary documents.

Your library card is not transferable. If you lose your ULB Card, please inform the ULB immediately as you are liable for any damages caused by the misuse of the card. The replacement fee for a new library card can be found on our website under the heading „Charges“.

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.

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.

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 can-

not be renewed on principle.

If an e-mail address is provided in your library account, you receive a ticket by e-mail each time you return media.

Please check the ticket immediately and keep it as receipt.

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 Studierendenwerk.

Please note that reduced prices for students do not apply when paying by ULB-card.

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.

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 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“.

Textbook collection

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

Electronic media

Generally, you can use our wide range of electronic media only at the computers of the ULB. The only exceptions are ebooks by the publisher CIANDO and ebooks provided on the platform ProQuest Ebook Central which you can read also at your private, local computer.

You can find CIANDO ebooks in TUfind via the “Advanced Search”: type your request into one of the search fields and enter CIANDO in the publisher field. If you follow www.ulb.tu-darmstadt.de/proquest-ebook-central, you will find all ebooks on the platform ProQuest Ebook Central available in TUfind.

Literature research

Whether you need literature for a seminar paper, term paper or doctoral thesis, we are pleased to help you. Our services range from guided tours to workshops to individual support.

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.

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” which you can find 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.

Locations and special departments

The ULB currently maintains three libraries.

The main library is situated on campus Stadtmitte 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).

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

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 Stadtmitte.

In addition, the staff of the Patent and Trademark Centre Rhine-Main at Mornewegstr. 28 and of the European Documentation Centre at Stadtmitte are ready to help you with any questions.