



First information for library users – TU staff

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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. Please log in with your TU-ID and the respective 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.

Your library card is not transferable. If you lose your Athene 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.

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.

Declaration on a work-related use of the ULB

In order to activate your account as a staff member of the TU Darmstadt, you have to hand in a filled out and signed declaration on a work-related use of the ULB.

You can find the respective form on our homepage or receive a printed copy at the service and information desk.

Processing your declaration may take several days. Once your account has been activated, we will inform you by e-mail and you will be able to use all our services.

Special terms for staff of the TU Darmstadt

With the declaration on a work-related use you receive special loan conditions at the ULB:

In addition to the standard loan period we grant you a grace period of 5 ½ months.

This does not apply to media which are on hold, reference media, or media borrowed via interlibrary loan. Reminders are free of charge for you but your account will be blocked after the third reminder. On request, we will open an interlibrary account for you and provide a quota of loans free of charge which can be renewed if required.

Returning media

If an e-mail address is provided in your library account, you receive a ticket by e-mail each time you return media at our self returning machine or smartshelves.

Please check the ticket immediately and keep it as receipt.

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 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.

Keeping in contact

The ULB is organized in subject teams. This means that there is a special team situated nearby your faculty dealing with your enquiries. The librarians and subject specialists order the media relevant for your research field and are happy to answer your questions.

Temporary reserve collections

The ULB also supports your work as a lecturer at the TU Darmstadt. You can compile a reserve collection of printed literature for your seminars or lectures. Additionally, we digitize single documents or parts of books in accordance with the copyright law to be allocated in an electronic reserve collection.

Scanning service – in-house document delivery

Your office is situated on campus Lichtwiese but you need a journal article from the central library at Stadtmitte? Make use of our scanning service: within 72 hours (workdays) you'll receive your order by e-mail.

Reference management

The TU Darmstadt offers various types of reference management software. For more information please consult our homepage.

Digital publishing

The ULB as a central institution assists all members of the TU Darmstadt in the publication and distribution of their research and teaching materials. Our repository "TUprints" helps you to publish your work quickly, simply, permanently and free of charge in open access.

If you want to make use of your right of secondary exploitation (e.g. of doctoral thesis, preprints, articles, teaching materials) – the team "Digital Publishing" will gladly help you.

TU-bibliography

Exploit the official bibliography of the TU Darmstadt "TUbiblio". This service enables you to add your list of publications directly to your personal TU-website.

The documentation in the university bibliography helps to make your publication more visible for search engines and databases and thereby enhances the effectivity of your research.

Your subject team is happy to advise you on the submission of data about your publications.

Digital research data

The TUdata team of the ULB and the HRZ consults and supports you in all matters of management, archiving, publishing, and secondary usage of research data.

The research data infrastructure is continuously refined and currently includes the data repository TUDatalib, the application TUDmo for the creation of data management plans and a GitLab for the management of software codes or others. We offer training sessions and individual support for research data management.

Visit us on www.tu-darmstadt.de/tudata

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.

Interlibrary loan/purchase request

You miss a certain book or other media in our stock? You can order it from another library by interlibrary loan or submit a purchase request.

You will be notified by e-mail when the media is ready for collection or in case the media can not be acquired or be delivered via interlibrary loan.

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).

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