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Universitäts- und
Landesbibliothek Darmstadt

ULB Schloss
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Service and Information
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 www.ulb.tu-darmstadt.de

Where do I get a library card?

service and information desk (Stadtmitte), HRZ

TU members are in possession of an Athena Card, which already includes the library card function. If you do not yet have an Athena Card, please apply for one at the HRZ (Hochschulrechenzentrum).

Students from other universities and regional library visitors receive a ULB card. You can find a registration form on our website. After completing the form and uploading a passport size photo, the ULB card can be issued at the service and information desk at the Stadtmitte location. If you are unable to upload a passport size photo, we will take a photo of you on site at ULB Stadtmitte.

What do I need the library card for?



- lockers (2nd floor - OG 2)
- media loans / media self-loans
- order media from closed stacks (via all computers in the library and from home)
- use of the internet PCs in the rooms of the ULB and chromebook lending
- use of some databases such as the DIN standards database
- payment function (canteens / student cafeteria)

What personal items am I allowed to take into the library?

- personal working materials
- own and borrowed media (books etc.)
- notebooks and similar
- mobile phones and smart phones; these must be muted
- water in clear, closed bottles
- jackets, coats and similar
- bags and similar

What am I not allowed to take with me?

- food and drinks other than water in clear, closed bottles
- animals

How and where can I lock my jacket and bag?



lockers (2nd floor - OG 2)

Our lockers are located on the second floor.

Before you can use a locker, you must activate (initialize) your Athena Card / ULB card for the locking function on the display at the side of the lockers by making brief contact.

Then find an empty locker, place your belongings inside, close the door and press the ULB card or Athena Card flat against the button on the door until you hear the lock engage. The door can also be opened by pressing the button with the card. Important! Memorize your locker number. Do not lock up any valuables, ULB Darmstadt accepts no liability. Please note the maximum permitted period of use. Overdue fees will be charged.

After retrieving your personal belongings, the locker must not be locked again with the card.

Who can I contact if I have any questions?



service and information desk (OG 2)

We will be happy to answer any questions concerning loans and interlibrary loans as well as general questions about our library, our holdings and our research options at the service and information desk on the second floor.

Where can I study?



basement (UG), 1st to 3rd floor (OG 1 to OG 3), 6th to 7th floor (OG 6 to OG 7)

You will find our directly accessible workstations on most floors, which you can use without making a reservation.

How can I get a deposit box for work and study materials?



service and information desk (OG 2)

The keys for our deposit boxes can be bor-

rowed and returned at the service and information desk at ULB Schloss.

Please do not lock in any reference literature and always book lendable media to your library account. You will find our self-service terminals on the second floor for this purpose.

Where can I scan?



basement (UG), 2nd to 3rd floor (OG 2 to OG 3), 7th floor (OG 7)

High-quality book scanners for self-service can be found on multiple floors. With all devices, you can scan free of charge onto data carriers you bring with you or send the scanned documents by e-mail, subject to copyright. Copying and printing is not offered for reasons of sustainability.

Where can I collect my ordered media?

collection shelves (2nd floor - OG 2), service and information desk (2nd floor - OG 2)

If you have a valid e-mail address in your library account, we will inform you by e-mail when requested items are available.

Lendable media are provided on the collection shelves at the locations Stadtmitte, Lichtwiese and Schloss and can be borrowed using the self-service terminals.

Lendable interlibrary loans are provided at the service and information desk.


Non-lendable media published in the past 100 years are provided at the service and information desk.

How and where can I find books on my desired subject area?


basement (UG), 1st to 3rd floor (OG 1 to OG 3), 6th to 7th floor (OG 6 to OG 7)

You can search for all media and their exact location in our TUfind search portal.


The media in the textbook collection and on the upper floors are also organised thematically according to the Regensburger Verbundklassifikation (Regensburg classification scheme).

 Service and Information
OG 2


 Loan an return
OG 2

 Lockers
OG 2, Foyer

 Deposit boxes
OG 2, Foyer

 Reading and working area
UG, OG 1–3, OG 6–7

 Scanner
UG, OG 2, OG 3, OG 7

 Cafeteria
Automat, OG 2

 First aid
UG

 WC
EG 1, OG 5

 WC
OG 2, OG 6

 Baby care room
EG 1

<div>Political science</div> 	<div>Political science</div> <div>MA</div>
<div>Political science</div> 	<div>Meeting room</div> <div>602</div> <div>Political science</div> <div>MB-ML</div>
<div>Toilets</div> 	
<div>Internal area No access</div> 	
<div>History</div> 	<div>History</div> <div>NA-NF</div>
<div>History and class. Philology, Service and Information</div> 	<div>Service and Information Desk</div> <div>Collection Shelves Self-Service</div> <div>Terminals Return shelf</div> <div>Entrance Exit</div> <div>History</div> <div>NG-NN</div> <div>Class. Philology</div> <div>F</div>
<div>History</div> 	<div>Centre for digital</div> <div>Editions (CEiD)</div> <div>101, 102</div> <div>History</div> <div>NO-NZ</div>
<div>Toilets</div> 	
<div>Internal area No access</div> 	<div>Centre for digital</div> <div>Editions (CEiD)</div> <div>Schulungsraum</div> <div>2, 3</div> <div>11</div>
<div>Philosophy</div> 	<div>Philosophy</div> <div>CA-CK</div>