



**Universitäts- und
Landesbibliothek Darmstadt**

ULB Schloss
Residenzschloss 1
64283 Darmstadt

Service and Information
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 ✉ service-info@ulb.tu-darmstadt.de
 🏠 www.ulb.tu-darmstadt.de

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Where do I get a library card?

Loan Desk (ULB Stadtmitte, ground floor), HRZ

You can only pick up the ULB card at the ULB Stadtmitte. TU members have Athene card, which includes the library card function. If you do not have an Athene card, please apply for one at the HRZ.

Students from other universities and external library users receive a ULB card. You can find a registration form on our website (www.ulb.tu-darmstadt.de). After filling out the form and uploading a passport photo, the ULB card will be printed.

How and where to use the library card?



- use lockers (OG 2, Foyer)
- Loan / Self loan terminals
- **order media from closed stacks (via all computers in the library and remote access)**
- Use of the Internet PCs in the rooms of the ULB and Chromebook lending
- Payment function (canteens / student cafeteria, reminder fees)

Which personal belongings are allowed in the library?

- personal working materials
- own and borrowed medias
- laptops, notebooks or similar
- mobile phones if muted before entering the library
- Water in transparent closed bottles
- Outerwear (jackets, coats)
- Bags and similar

Items that are NOT to be brought into the research areas include:

- food and beverages other than water in clear plastic bottles
- animals

How and where to lock my jacket and bag?



Lockers (OG 2, Foyer)

You will find the lockers on the 2nd floor in the foyer. Before you can use a locker, you must activate your library card for the locking function on the display at the head of the lockers by making brief contact.

The cabinet doors can be opened and closed by pressing the button with the library card.

Do not lock valuable property, the library is not responsible for any loss. The maximum permitted period of use is 8 hours. Reminder fees will be charged for overdrafts.

Where to work and study?



UG, OG 1–3, OG 6–7

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

How to book a deposit box for working materials?



Service and Information desk (OG 2)

Keys for the lockers are available without reservation. Keys for the lockers can be issued and returned at the Service and Information desk at ULB Schloss.

Who can I contact with questions?



Service and Information desk(OG 2)

We will be happy to answer any questions you may have about borrowing, interlibrary loans and our library at the service desk on the 2nd floor.

Where can I scan, copy and print?



UG, OG 2, OG 3, OG 7

Self-service scanners are located on each floor. You can scan to your own media free of charge, in compliance with copyright laws, or email scanned documents. Copying and printing are not available for sustainability reasons.

Where to collect ordered books?

Collection shelf,
Service and Information desk (OG 2)


Media that you have ordered from our closed stacks or from other locations can usually be found on the collection shelf for self-borrowing with a time delay. Media that cannot be borrowed and interlibrary loans can be obtained at the Service and Information desk on the 2nd floor

How to find books in a certain subject?

UG, OG 1–3, OG 6–7

The media on the floors are arranged according to the Regensburg Union Classification RVK, which you can view online.


The books are sorted according to the RVK main group (1st capital letter). The subject groups are further subdivided into subject subgroups (2nd capital letter) and fine groups (3 to 5-digit number)

 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

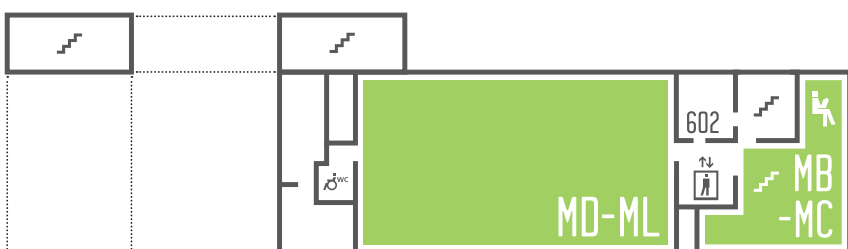
Political science



Political science

MA

Political science



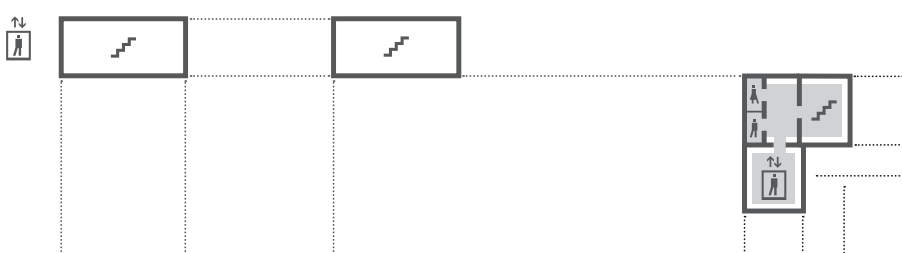
Meeting room

602

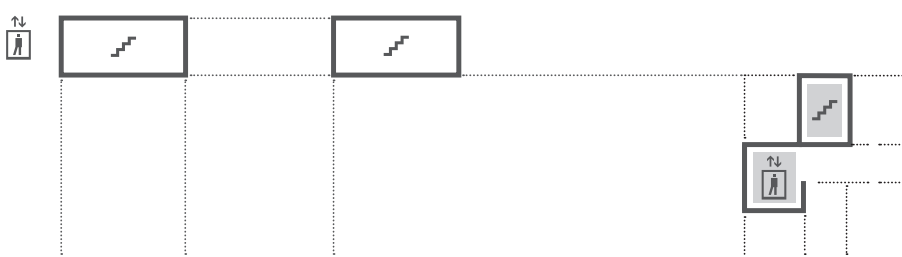
Political science

MB-ML

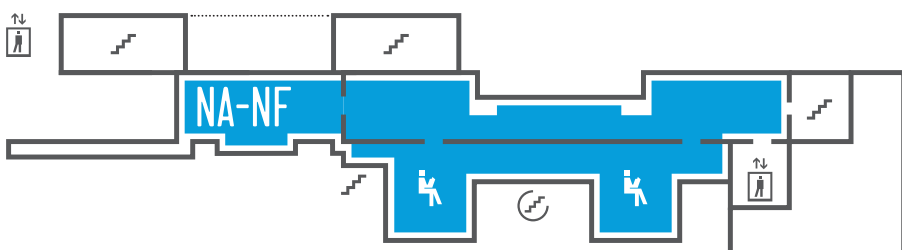
Toilets



Internal area No access



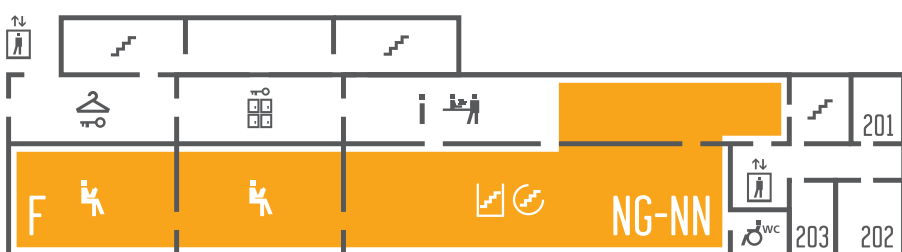
History



History

NA-NF

History and class. Philology



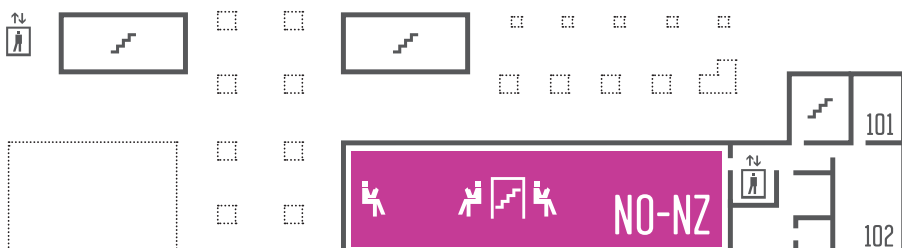
Service and Information
Self Loan and Return shelf
Entrance | Exit

History

NG-NN

Class. Philology

History



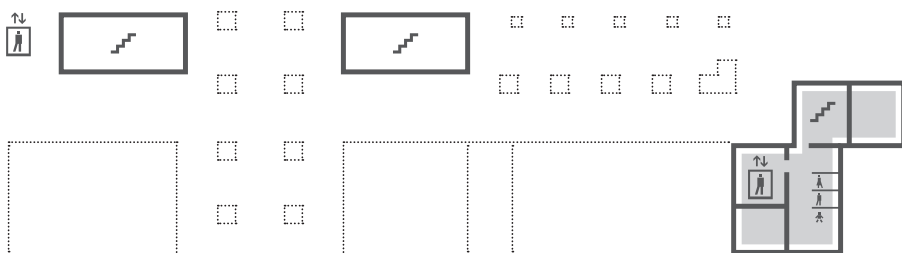
Centre for digital
Editions (CEiD)

101, 102

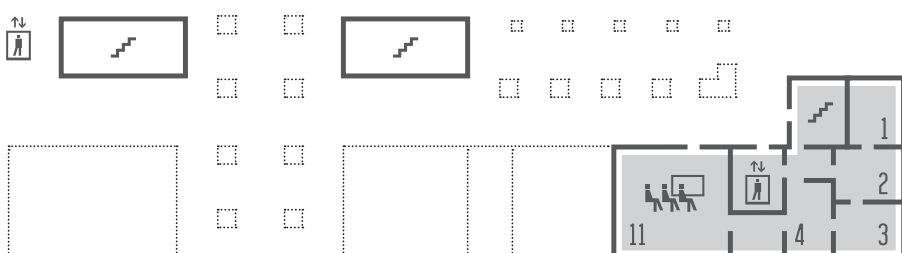
History

NO-NZ

Toilets



Internal area No access



Centre for digital
Editions (CEiD)

2, 3

Schulungsraum

11

Philosophy



Philosophy

CA-CK