



First information for library users – TU staff

published in May 2017

Declaration on a work-related use of the ULB

To make use of the special terms for staff of the TU Darmstadt please fill in and sign the above mentioned declaration. Approx. 72 hours after we have received your declaration we activate your library card function and inform you by e-mail.

Library card

The Athene-Card functions as your library card. Your library card number (BAN) is the 12 digit number underneath the barcode and starts with the digits 0017. When the card is issued you receive an initial password, which can be viewed on https://www.ulb.tu-darmstadt.de/initial_password after logging in with your TU-ID. We strongly recommend to change the initial password after activating the library function. Please use the link displayed on the page or https://www.ulb.tu-darmstadt.de/change_password, log in with your library card number (BAN) and the initial pass-

word and click the links "Profile" and "Change password". Your library card is not transferable. If you lose your ULB-card, please inform the loan department and HRZ immediately. The Athene-Card has to be blocked to prevent misuse. You are liable for all items and charges on your card unless you have reported your card lost or stolen.

Special terms for staff of the TU Darmstadt

As staff of the TU Darmstadt you benefit from the declaration on a work-related use of the ULB: Additionally to the normal loan period you enjoy the privilege of 5 ½ months grace period to return all media. However, this does not apply to media which are on hold or borrowed via inter-library loan.

When returning media you receive a ticket. Please check and keep the ticket and report wrong entries immediately.

On request we open an interlibrary account for you and provide a quota of loans free of charge which can be renewed at any time.

Loan account

Your online loan account lists all items you have borrowed and their individual loan periods. The link "Loan Account and User Data" on the homepage of the ULB gives you direct access to your account.

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 how to install VPN. When logging in ensure that you always chose the "Campus Connection", otherwise you will have no access to licenced 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 relevant books and media 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 each of 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? Your faculty lies in the city centre but the book from which you want to read a chapter is shelved in the BGG?

Make use of our scanning service: within 72 hours (workdays) you'll receive your order by FAX.

Reference Management

The TU Darmstadt offers Citavi and EndNote for managing private literature databases. Both products are provided on a yearly campus licence basis. Please consult your library team if you have any questions or problems.

Electronic Publishing

The ULB as a central institution assists all members of the TU Darmstadt with 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 "Electronic 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 so enhances the effectivity of your research. Your library team is happy to advise you.

Digital Research Data

The Dept. for Research Data at the ULB consults and supports you on behalf of the presidium in all matters of storage, archiving, publishing and secondary usage of research data, especially during the phase of first grant applications in externally funded projects. We cooperate with the University Computer Centre (HRZ) and the Dept. for Research and Transfers. An electronic platform for research data management is currently under development.

Literature research

Regardless whether you need bibliographic information yourself or for your students, we are pleased to help you. We offer individual support, workshops and guided tours to learn how to work in our library.

Interlibrary Loan/Purchase request

You miss a certain book or media in our stocks? You can order it from another library via interlibrary loan or suggest it to be purchased by the ULB. The media will be put on hold for you after it has been bought.

Special departments

The ULB holds an extensive collection of manuscripts, incunabula, early imprints and historical maps you can consult for research. Please contact the Special Collections and Music Dept. at Stadtmitte.

For questions concerning patents or trademark protection please contact our staff at the Patent Information Centre at Holzhofalle 38. Our European Documentation Centre at Stadtmitte will help you in issues concerning the European Union.