General Information

Welcome to the University Library!
In that leaflet you will find all information you need for using the library.

Research support:

We help you to further develop your competence in researching and finding information on particular topics.

Guided tours through the library

At the beginning of each semester guided tours through the library are offered. If you need a special tour or you have a special question please do not hesitate to ask the library staff at the information desk.

Coats and bags

At the entrance of the library you find a wardrobe and lockers.

Silence

The reading area of the library is designed for self-study. Absolute silence is essential for undisturbed reading and learning in the library. For group work the reading room in the extension building on left-hand side of the entrance may be used.
Registration & Library Card

The university library can be used by enrolled staff members, students and external users alike.
If you are a student or staff member, your campus card will work as library card as well. A one-time registration at our information desk is necessary when you use the library for the first time. The library card for students will then be valid throughout your studies, up to the date of your graduation or deregistration from Kempten University.
If you are an external user (=not a student of Kempten University) you need to bring your national identity card for issuing your library card which then is valid for a year initially and can be prolonged.

Literature Research

Check our online catalogue. You can find all holdings of the library in the catalogue. You can use the catalogue from every computer connected to the Internet, whether you are at home or in the library.

The results are presented in three tabs.

In the first tab "Catalogues" you will find the stock of the Library of the University of Applied Sciences Kempten such as books, journals, e-media but no articles.

In the second tab „Articles & more“ you see results such as selected articles (from journals or congress proceedings) most of which are available online.

The third tab “Verbundkatalog” means the Union Catalogues of Bavaria, Berlin and Brandenburg. Here you can order books from other libraries via interlibrary loan.
The results in the library catalogue are depicted as a combination of letters and numbers, the so-called shelf mark. You need to write it down for finding the book on the shelf.

The library’s homepage allows campus-wide research in electronic journals, literature databases and electronic reference books. Refer to our homepage under „Information for users”. You can download electronic documents from the library catalogue and store them on a USB flash drive.

If you are student or staff member you can search in the databases from home via a VPN-connection.

**Borrowing**

Most of our books can be borrowed, only reference books and journals are excluded from borrowing. Reference books are clearly marked with a red tape on the back of the book. Please also note that all journals and newspapers are exempt from borrowing as well.

After researching the catalogue you note the shelf mark and look for the relevant book shelf to collect your book. Then you take them to the information desk for registration. You need your campus card to borrow the books.

As a student you may borrow up to 20 books from our own stock and additionally 15 books from inter-library loan. External users may borrow up to 20 books from our stock and 10 books from inter-library loan (external users).

**Loan period**

The regular loan period is one month. During the borrowing process, you will be handed out a receipt indicating the first date of return. Other regulations may apply during semester break times.

**Account**

In your account you will find a list of all items borrowed, including items from inter-library loan. To access your account you are required to enter in your user number which you will find on the backside of your campus card, and you password. Your initial password is your birth date in the format “ddmmyy”.

**Renewing**

Items can be renewed **five times** for another month, unless they have been reserved by another user in the meantime.

External users can renew their items **twice**.
You have to renew your items using the library catalogue (account).

Reserving books

If any item you need has been borrowed you may reserve it via the catalogue. Should reserving a book not be possible please ask at the information desk. You will be sent an e-mail informing you to collect the book as soon as it is available at the service desk. After the book has arrived it will be held available for you for 10 opening days.

Inter-library loan

Books you can't find in our library you can order with our library catalogue. It needs up to 10 days until the book arrives in our library. You are informed via e-mail.

Reminders

If books are not returned on or before the due date charges will apply as follow:
€ 7,50 for the 1st reminder
€ 10,00 for the 2nd reminder
€ 20,00 for the 3rd reminder
€ 30,00 for the 4th reminder (Leistungsbescheid)
You have to return reminded books even when you payed the reminder. Library users are responsible for books borrowed and will be expected to reimburse the library for lost and damaged items. You will have to replace the same or a comparable book for the lost or damaged one at your own expense.
Mobile phones and smoking are not permitted in the library.