Library of Clausthal University of Technology: A – Z

Library Guide

Group study areas on the ground floor

Outdoor area of the library

Individual study spaces in the Reading Room
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Book Crossing

In the UB Café at the University of Clausthal Library there is an “Official Book Crossing Zone”! **The whole world as a library** – that is the idea behind book crossing. It’s about “releasing books into the wilds” with the aim of tracing their paths via the internet – and hearing from those who picked them up. Instead of just putting books back on a shelf after reading them, you leave them somewhere for another reader to find. By writing about the books you have read on the internet website [www.bookcrossing.com](http://www.bookcrossing.com), it is possible to communicate with other book crossers.

Anybody who wants to release books that have not been registered on [www.bookcrossing.com](http://www.bookcrossing.com) can leave them on a shelf in the University Library. These books will be given an individual Book Crossing ID and are then put out to start their travels.

Borrowing

A valid library card is necessary to borrow or request items → **Library card**. Search for the title you want in the online catalogue and find its location and shelf mark → **UB Clausthal online catalogue (OPAC) → Shelf mark**. Books from the Textbook Collection can be taken directly off the shelf and borrowed via the self- issue terminals → **Self-issue terminals**. Titles from the closed stacks can be requested via the online catalogue and are available at the Issue Desk ca. 10-30 minutes later. **Stack requests → Loan request form.** They should be collected from there immediately. Please note that the book stacks close at 6 p.m.. Books that are requested later cannot be collected until the following day.

Calvör Library

The University Library is in charge of the Calvör Library, an important cultural asset of the Oberharz, as a depositum of the Lutheran State Church in Hanover and the church parish of Zellerfeld.
The Calvör Library is named after Caspar Calvör (1650-1725), the superintendent of the parishes of Zellerfeld, Wildemann, Grund, Lautenthal, and later the general superintendent of Grubenhagen for the districts of Clausthal, Osterode, Herzberg und Einbeck.

This medium size baroque library has a universal character reflecting the diverse interests of the scholar, Caspar Calvör. Only half of the collection is theological and the rest comprises of historical, legal, poetic, philosophical, scientific, medical and geographic writings.

The access to the library which began in 1961 has continued since it became part of the University Library in 1963. Today a two-volume printed catalogue and a comprehensive register cover the approximately 12,000 individual documents contained in about 4,800 volumes.

With regard to its scope and completeness, the Calvör Library offers a cross-section of all the intellectual and religious movements during the C17 and early C18. There are some rare items (Aldini prints, family records, disputations etc.) and some are very special, in particular, autographs by Luther and Melanchthon as well as two volumes of organ tabulatures, which are not to be found anywhere else. In addition, many of the works bear witness to the technical and cultural development of mining in the Oberharz.

A few items from the collection are exhibited behind protective glass in the Reading Room in the University Library. More detailed information about Caspar Calvör und his library can be found on the UB homepage:

[www.bibliothek.tu-clausthal.de](http://www.bibliothek.tu-clausthal.de)

**Catalogues**

The greater part of the UB collections (ca. 495 000 volumes) is held in the closed stacks. The media stored there are, unlike those in the open stacks, not freely available to the user and generally have to be looked up in a catalogue before being requested from the stacks.

You can find the following catalogues on the UB Clausthal homepage:

- TU Clausthal Online Catalogue (OPAC)
- Calvör Library Catalogue

In addition the following card catalogues and printed catalogues are available:

- Catalogue of Clausthal Oberbergakademie Library 1898 + Supplement 1902
- Kapsel file catalogue – collections up to 1961
- Alphabetical card catalogue – collections up to 1974
- Card catalogue with keywords for conferences
- Calvör Library Catalogue

Please consult the information desk with any questions.
**Charges/Fees**

The scale of charges for university libraries applies. You can find information about incurred charges on your personal user account. Please pay the charges incurred immediately either at the Issue Desk. Otherwise your library card will be blocked. The Issue Desk is open from 9.00 am - 6.00 pm from Monday to Friday. After termination of the loan period a reminder will be sent to you by e-mail. Please note: the UB mainly uses your TU address (e.g. hein.buecherwurm@tu-clausthal.de)

1. reminder: 2,-- € per copy
2. reminder: 5,-- € per copy
3. reminder: 10,-- € per copy

**Cloakroom**

Lockers are available for use on the ground floor and first floor. There is a deposit of €1 (on the 1st floor €1 or €2). You may not take a bag into the open access area. The UB accepts no responsibility for articles left in the cloakroom. You are only permitted to use the lockers while you are using the library.

**Closed Stacks**

Holdings: ca. 495 000 volumes

Books and journals from the closed stacks can only be found using the catalogues and must subsequently be requested either online or using a loan request form. ➔ Stack Requests

**Code of Conduct**

- Food and beverage cup may not be taken into the open access area of the University Library, baskets are provided.
- Smoking is forbidden in the entire building
- Please switch your mobiles to silent alert and go to the corridor or cloakroom area if you wish to make telephone calls
Please follow the library regulations, which can be read both in the library and online on the internet.

**Computer Centre Helpdesk**

The Service Counter/Helpdesk of the Computer Centre is located directly next to the Information Desk in the University Library and offers users advice and support.

Please see our notices or homepage for current opening hours.

Main advisory services: access and use of central services (Stud.IP, e-mail, groupware, printing facilities…), software distribution, setting up of accounts, password changes, installation of anti-virus software, support with removal of viruses from infected laptops, support with the initial installation of computers.

→ **Opening hours**

**Contact Persons**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director</strong></td>
<td>Dr. Schüling</td>
<td>2301</td>
<td><a href="mailto:schueling@ub.tu-clausthal.de">schueling@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Deputy</strong></td>
<td>Frau Wemheuer</td>
<td>2350</td>
<td><a href="mailto:wemheuer@ub.tu-clausthal.de">wemheuer@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>Frau Fischer</td>
<td>2325</td>
<td><a href="mailto:fischer@ub.tu-clausthal.de">fischer@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Subject Librarian</strong></td>
<td>Frau Frank</td>
<td>2348</td>
<td><a href="mailto:silke.frank@tu-clausthal.de">silke.frank@tu-clausthal.de</a></td>
</tr>
<tr>
<td></td>
<td>Herr Hampl</td>
<td>2276</td>
<td><a href="mailto:martin.hampl@tu-clausthal.de">martin.hampl@tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Reading Room/Information Desk</strong></td>
<td>Frau Prieskorn</td>
<td>3636</td>
<td><a href="mailto:prieskorn@ub.tu-clausthal.de">prieskorn@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td></td>
<td>Frau Wellner</td>
<td></td>
<td><a href="mailto:wellner@ub.tu-clausthal.de">wellner@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Issue Desk</strong></td>
<td>Herr Schubert</td>
<td>2303</td>
<td><a href="mailto:leihstelle@tu-clausthal.de">leihstelle@tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Textbook Issue Desk</strong></td>
<td>Herr Witolin</td>
<td>2632</td>
<td><a href="mailto:lehrbuch@tu-clausthal.de">lehrbuch@tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Textbook Acquisition</strong></td>
<td>Frau Graupner</td>
<td>3801</td>
<td><a href="mailto:ugraupner@ub.tu-clausthal.de">ugraupner@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Acquisition</strong></td>
<td>Frau Jagelke</td>
<td>2332</td>
<td><a href="mailto:magdalena.jagelke@tu-clausthal.de">magdalena.jagelke@tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Journals Desk</strong></td>
<td>Herr Graupner</td>
<td>3604</td>
<td><a href="mailto:tgraupner@ub.tu-clausthal.de">tgraupner@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Online Journals (EZB)</strong></td>
<td>Frau Koch</td>
<td>2335</td>
<td><a href="mailto:barbara.koch@tu-clausthal.de">barbara.koch@tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Catalogues</strong></td>
<td>Herr Meyer</td>
<td>3637</td>
<td><a href="mailto:rmeyer@ub.tu-clausthal.de">rmeyer@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Dissertations/Exchange</strong></td>
<td>Frau Kraft</td>
<td>3102</td>
<td><a href="mailto:kraft@ub.tu-clausthal.de">kraft@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Institute Libraries</strong></td>
<td>Frau Burgdorf</td>
<td>4857</td>
<td><a href="mailto:burgdorf@ub.tu-clausthal.de">burgdorf@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>Bookbinding</strong></td>
<td>Frau Quaas</td>
<td>3874</td>
<td><a href="mailto:quaas@ub.tu-clausthal.de">quaas@ub.tu-clausthal.de</a></td>
</tr>
<tr>
<td><strong>IT</strong></td>
<td>Herr Südekum</td>
<td>3757</td>
<td><a href="mailto:sascha.suedekum@tu-clausthal.de">sascha.suedekum@tu-clausthal.de</a></td>
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</table>

**Daily Newspapers**

The UB provides daily newspapers for you to read. The current issues are to be found in the Reading Room. Please enquire about past copies at the Information Desk.
Databases

- Do you require a list of literature on a certain topic?
- Do you have a problem - the solution to which may be described in technical scientific literature?
- Do you want to make sure that the solution to your problem has not been patented by somebody before you?

For these and other questions, you should carry out a search in the subject databases. The University Library offers search options in ca. 250 subject databases and pays the licence fees for many of the important subject databases. Also, since 2005 the DFG has financed the acquisition of database licences (national licences). The UB carries out research requests free of charge for the students and members of TU Clausthal in all databases. On the UB homepage you will find free access databases and databases subscribed to by the University Library, from which you can carry out your literature search yourself.

Further information is available from

Frau Frank
Tel.: 05323 / 72 – 2348
E-mail: silke.frank@tu-clausthal.de

DIN Standards → Standards

Dissertations/Exchange

All dissertations are handed in at the Dissertations/Exchange Desk and a copy is then placed in the holdings of the UB.

Contact person:

Frau Kraft,
Tel.: 05323 / 72 – 3102,
E-mail: kraft@club.tu-clausthal.de

eBooks

The UB offers access to numerous electronic books, which can be found via either the UB Clausthal online catalogue (OPAC) or using DBIS, a database information system.
Electronic Journals (EZB)

The Electronic Journal Library (EZB) is a cooperative service between 374 libraries with the aim of providing its users with simple and easy access to electronically published scientific journals. The UB offers a large number of free access full texts.

The EZB can be accessed via the UB homepage or http://rzblx1.uni-regensburg.de/ezeit/. You will find more detailed information in the information leaflet about the EZB, which is available in the Catalogue Room or speak to:

Frau Koch
Tel.: 05323 / 72 – 2335
E-mail: barbara.koch@tu-clausthal.de

Geological Maps

The card index catalogue for journals and periodicals contains two sections for the geological maps available at the UB. Please consult the Information Desk about this.

Group Study Areas

Group study areas are available both on the ground floor and in the Catalogue Room on the first floor. Groups can meet and work here without disturbing those who want to work silently in the Reading Room.

Group Work Rooms

There are three group work rooms to meet and work together. Please go to our website to book online and check availability.

Holdings

The holdings of the UB Clausthal comprise the following:

- More than 495,000 volumes in the closed stacks
- Almost 260 current scientific journals in printed form
- Over 17,000 subscribed electronic journals, over 31,000 open access
- Over 18,000 volumes in the Textbook Collection
- More than 17,000 volumes in the Reading Room

Information Desk/Library Services

The Information Desk in the Catalogue Room at the University Library offers the following services:

- Advice when looking for items in both the online catalogue and regional and national catalogues
• Help with the use of databases
• Interlibrary loan requests
• Help and advice on using electronic full texts

**Information sheets, leaflets, forms**

Important information sheets, leaflets and forms are available on a stand in the Catalogue Room. They can, however, also be downloaded from the UB homepage.

**Interlibrary Loan System/Interlibrary Loan Account**

If you are looking for a title that is not available in the UB, it is possible to request it by means of the interlibrary loan system i.e. from another library. You can either do this yourself using the Gemeinsamer Verbundkatalog (GVK) (www.gbv.de → Databases → GVK) or ask a member of staff at the University Library, who will be glad to assist you with your interlibrary loan.

If you choose to use the online interlibrary loan system of the “Gemeinsamer Bibliotheksverbund” (GBV), and request the literature yourself from another library, then you will first need an interlibrary loan account with which you may place a request from your workplace, home or from the institute at any time. This account will be set up for you at the Issue Desk on application (minimum payment of 10 cost units). The charge for an interlibrary loan request is equivalent to one cost unit (at present €1.50) and also applies to copies of articles of up to 20 pages. Over and above 20 pages, each page costs ca. €0.5 depending on the library supplying the item requested.

A requirement for using the interlibrary loan system is that you are registered as a user of the UB Clausthal since this system also requires a library card respectively your user number and your password.

**Issue Desk**

The greater part of the holdings of the University Library is located in closed stacks. You can access these media (ca. 495 000) via the Issue Desk. Here you can:
- obtain and renew your library card
- collect and borrow the books you requested
- return books
- pay charges
- collect interlibrary loans
- purchase copy cards
- set up and add credit to interlibrary loan accounts

**Journals**

The university has a collection of 260 current scientific journals in print form and access to over 50,000 electronic journals.

You will find the current issues on the display stands in the Reading Room. On the shelves below the displayed journals you will find the previous issues of the current year. The editions of the last 10 years are sorted according to their shelf marks and located in the journal section at the back of the Reading Room → **Shelf mark**

Volumes that are more than 10 years old are kept in the closed stacks and, if required, have to be ordered by means of a loan request form, which is handed in at the Issue Desk. → **Loan request Form**. In order to do this, you must first obtain the shelf mark of the journal in the closed stacks via the online catalogue OPAC. → **Stack requests**

If you do not find a journal in the Reading Room, check the online catalogue (OPAC) to see if the title is available at all in the Clausthal collection. You will also find there the journals kept only in the closed stacks and which can only be ordered by means of a loan request form, which is then handed in at the Issue Desk. In addition, you will find there the journal collections in the Institute Libraries (Please ask there for more detailed information about the collections and borrowing policies). → **Online catalogue (OPAC)**

**Kiosk**

Those who supply their brains with intellectual food, should also feed their bodies with good food and drink.

Following this principle a café has been installed on the ground floor, where not only hot and cold drinks await students, but also bread rolls with various fillings, cakes and other delicious snacks.
Groups can work at the large tables, discuss or just relax and have a cup of coffee. In the summer you can go and sit outside.

→ Opening hours

**Library Card**

The library card is for people who are not members of TU Clausthal and is a prerequisite for the use of the services of the University Library. You can find out how to obtain one at the Information Desk or the Issue Desk. → Registration

All those who are members of the university use their TU card instead of a library card. → TU Card

If you lose your library card, it is in your own interest to contact the Issue Desk immediately. If you wish, you will be issued with a replacement library card at the cost of € 5. If you lose your TU card, please also notify the Students' Secretariat.

**Library Regulations**

The library regulations are available in the University Library or can be read on the UB Clausthal homepage:

[www.bibliothek.tu-clausthal.de](http://www.bibliothek.tu-clausthal.de)

**Library Tours → Library Training Sessions**

**Loan Periods**

The standard loan periods are:

- 4 weeks
- Interlibrary loans: 4 weeks
- Journal volumes: 2 weeks

**Loan Renewals**

So long as the title you have borrowed has not been reserved by someone else, you can renew the loan period yourself up to three times via the online catalogue and a fourth time at the Issue Desk.

**Loan Request Form**

A loan request form must be completed in the following cases:

- Request for a journal from the stacks
• Request for a title which is not yet included in the OPAC, but in the card catalogues or printed catalogues (Acquisition before 1977)
• Interlibrary loan request (Please consult the Information Desk)

Loan request forms can be found next to all internet access points, catalogues or at the Information Desk.

How to fill out a loan request form:

a) Monographs

b) Journals

Please write clearly to ensure fast processing!

Membership

The library card is normally valid for a year, but can be renewed free of charge after this period.
Multi-Functional Computer Room/ MC Room

In this room all users with a RZ-Account have access to the 20 computer workstations with USB ports, internet access, Office and various online databases. The computers are connected to a printer. → Printer

In addition, training sessions are held in this room and participation in electronic lectures (ELAN) is also possible.

Please note that the MC Room is not available for general use when it is being used for special events. The entrance to the MC Room is on the left at the back of the Reading Room.

Normen

You have electronic access to all full texts of the DIN-Normen and the VDI-Richtlinien when logging in at computers with your RZ-Account. → RZ-Account
Go to our homepage and click “Direktlinks Literaturrecherche“. Use the provided link.

Online-Catalogue (OPAC)

OPAC (Online Public Access Catalogue) is the name given to the online catalogue of a library.

The TU Clausthal online catalogue (OPAC) contains the following collections:

- The collections of the University Library as a central library
  - Journals
  - Books purchased from 1974 on
  - Dissertations
- The collections of most of the Institute Libraries
  - Journals
  - Books (in some cases only from 2008)
    - You will recognise these by the fact that when you enter the shelf mark, the abbreviation "CL" and a number appear; which indicate the code of the respective Institute Library. ➔ List of Institute Library codes (Complete Catalogue of Institute Libraries)

Access to the TU Clausthal OPAC is free worldwide. You can both request and borrow titles from the UB collection, as well as look at your user account, renew or reserve titles.

**Opening Hours**

<table>
<thead>
<tr>
<th></th>
<th>Mon – Fri</th>
<th>Sat + Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library</strong></td>
<td>09:00 – 21:00</td>
<td>10:00 – 19:00</td>
</tr>
<tr>
<td><strong>Issue Desk</strong></td>
<td>09:00 – 18:00</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Kiosk</strong></td>
<td>15.45 - 20.30</td>
<td>10.00 - 18.30</td>
</tr>
<tr>
<td><strong>Computer Centre</strong></td>
<td>see current notices</td>
<td>closed</td>
</tr>
<tr>
<td><strong>Helpdesk</strong></td>
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</table>

The closed stacks are staffed from 9.00 - 18.00 Mon – Fri.

Please see the notices in the entrance area for any changes in the opening hours.
**Parent-Child Room**

One of the three group work rooms has been especially equipped for the use for adults with children. Here you can find toys and children's books for our little customers. Please go to our website to book online and check availability.

**Patents**

You can search online for patents in the free databases on the internet. You can obtain an overview of the databases by entering the word "patent" in the simple search mask of the DBIS database. In the case of advanced searches the UB undertakes to carry out the search requests for the students and members of TU Clausthal free of charge.

Contact person:

Frau Frank  
Tel.: 05323 / 72 – 2348  
E-mail: silke.frank@tu-clausthal.de

**Periodicals → Journals**

**Photocopiers**

There are photocopiers available for black/white and colour copies in the Catalogue Room. They work with either coins or your Printer Account. For this you need an account from the Computer Centre (Rechenzentrum or RZ). For more convenience you can register your TU Card for your Printer Account at one of the photocopiers. This only needs to be done once. After that you only need the TU Card and a PIN to log in to your Printer Account for photocopying.

You can have your Printer Account replenished at the Computer Centre Helpdesk which is located next to the Information desk.

All photocopiers can scan and save documents on an USB flash drive/SD memory card. Scanning is free of charge.

**Printers**

A colour printer (UB catalogue-laser-color) as well as a black and white printer (UB catalogue-laser-black) are located in the Catalogue Room. A further black and white printer is located in front of the MC Room. You can print on all PCs where you can log in with your RZ Account. One page in black and white costs €0.03 and in colour €15 and the costs will be charged to your RZ account. You can have your Printer Account replenished at the Computer Centre Helpdesk which is located next to the Information desk.
Purchase Requests

If you think that a certain item is missing in our collection, please let us know. Cards on which you can make your requests are available at the Issue Desk as well as at the Information Desk. Alternatively, you can look at the UB homepage, where you will find “Buchwunsch” under the heading “Serviceangebote“.

Prior to this, please check in the UB Clausthal online catalogue as to whether the item has not already been purchased. I am sure that you will understand that due to a limited budget we are not always able to purchase the items requested.

Reading Room

Reference books, current books, journals and newspapers covering every subject area taught at the university are available in the Reading Room. In Addition, there are standard reference books on other subject areas.

The book collection in the Reading Room can in most instances be borrowed for 4 weeks via the self-issue terminal.

The Reading Room is for those users who would like to work in silence. We ask you to respect this and to work quietly here.

Registration

In order to use the services of the University Library (UB), in particular, to borrow books, you first need to register by filling out a form available at the Issue Desk. We require the completed form – partly due to the data protection regulations in Lower Saxony – but also to set up a user account.

**Students and TU Clausthal employees:** give your completed form and your TU card (available from the Students’ Secretariat) to the Issue Desk so that it can be activated for use in the library. Please bring your valid identity card or passport, student pass, respectively an official document of proof of your employment at the university.

**People who are not students or TU Clausthal employees:** hand in your completed form to the Issue desk and show your valid identity card or passport. There is a fee of €5 for issuing a library card.
With your registration you are also acknowledging your agreement with the University Library regulations. → Library regulations

Rent a locker for 4 weeks

Do you have to carry so many books and papers to study in the library day in day out? This doesn’t have to be! Go to the Issue Desk and rent a locker for 4 weeks. The charge for this is €5.

Reserving

Books which are on loan can be reserved via the online catalogue. Titles that have been reserved by you will be held at the Issue desk for five working days after they have been returned. At the same time you will be notified by e-mail that the book is ready for collection.

Please inform the Issue Desk immediately if you no longer require the book you have requested

Returning books

Books from the Textbook Collection and open access area have to be returned at the self-return terminal opposite the Issue Desk and put on the shelf nearby. Closed stack copies are returned to the Issue Desk.

Scanning → Photocopiers

You will find a book scanner in the Catalogue Room. It scans to different storage media, e.g. a USB memory stick.

The photocopier can scan too. You can plug in a USB memory stick or an SD memory card.

Self-issue/Self-return Terminals

You will find the self-issue terminal on the first floor in the entrance area of the Catalogue Room. Here you can borrow media from the open access area yourself. There is self-return terminal near the Issue Desk to which you can return the media.
Shelf Mark

Every item belonging to the UB is given a shelf mark, which usually consists of a combination of numbers and letters indicating its location in the library.

Stack Requests

Books purchased in and after 1975: Search via the online catalogue (OPAC) → click on “request” button. Enter the number on your library card and your password (Date of birth in 6 characters; example: 06.11.1981 = 061181). The title requested appears confirm with the number on your library card and password. In ca. 10 – 30 minutes you can collect the book you requested at the Issue Desk.

Books purchased in and before 1974: Search via the card index catalogue. You must find out the shelf mark (number of the book), which is to be found at the top right of the index card and fill out a loan request form. They are to be found on all computers, in catalogues and in front of the Issue Desk.

standards

You can electronically access full texts of DIN standards on all computers in the MC Room as well as on all PCs safeguarded with an account in the Catalogue Room. Please log in using your RZ account (RZ: Computer Centre). VDE Standards: Please consult the Information Desk.

Textbook Collection

In the Textbook Collection you will find the most sought after course literature for all the subject areas offered at TU Clausthal. In addition, there are English and French language textbooks and also textbooks for German as a foreign language. Numerous copies of all the textbooks are available. The collection comprises about 19 100 volumes. The titles are also listed in the UB online catalogue. The Textbook
Collection is a section of the library which is accessible to users. The books are ordered systematically according to subject areas.

A copy of every textbook in the Textbook Collection, with only a few exceptions, is available in the Reading Room. You may not borrow this copy, but you may use it in the library.

**Training Sessions/Library Tours**

Clausthal University Library offers various training sessions at regular intervals.

**1) General Introduction to using the library**

These training sessions cater for all members of the university or external members interested in learning more about the University Library:

- Tour of the library (e.g. also closed stacks)
- Information on using the library (e.g. loan periods)
- Introduction to the online catalogue (OPAC) of the University Library

Date: Please note the announcements on our homepage
Duration: ca. 60 minutes
Meeting Point: University Library Entrance
Additional dates for tours, especially for groups, can be arranged

Information/Registration:

Frau Wellner, Tel. 05323 / 72-3636
wellner@ub.tu-clausthal.de

**2) Introduction for first year students**

For all first-year students who would like to get to know the University Library.

- Tour of the library (e.g. also closed stacks)
- Information on using the library (e.g. loan periods)
- Introduction to the online catalogue (OPAC) of the University Library

Date: By arrangement - within the two weeks before lectures start
Duration: 45 – 60 minutes
Meeting Point: University Library Entrance

Information/Registration:

Frau Wellner, Tel. 05323 / 72-3636
wellner@ub.tu- clausthal.de

**3) Competent at finding information – how to use the library for pupils and teachers**
Tour of the University Library (e.g. also closed stacks)
Information on using the library (e.g. loan periods)
Introduction to the online catalogue (OPAC) of the University Library
Tips on interlibrary loans
Use of the FIS Education literature database (articles from journals specialised in the teaching methods for subjects taught at schools)

Duration: 120 minutes
Dates: by arrangement

Information/Registration:

Frau Prieskorn, Tel. 05323 / 72-3636  Frau Wellner, Tel. 05323 / 72-3636
prieskorn@ub.tu-clausthal.de      wellner@ub.tu-clausthal.de

4) Knowing how... to look for and find literature in the University Library

The University Library offers training sessions for students, research assistants and also, of course, for all other university employees and the general public who are interested:

Module 1 – Library catalogues and interlibrary loan system
In this module you will be shown the search options in library catalogues, for example, when using the UB Clausthal online catalogue (OPAC), the Gemeinsamer Verbundkatalog (GVK), as well as the Karlsruhe Virtual Catalogue (KVK). In addition, you will find out how and where you can borrow the literature you have found. You will also be given the opportunity to practice what you have learnt.

Duration: ca. 90 minutes

Module 2 – Subject databases and more...
You will be given an overview of the subject portals and specialised virtual libraries. Additionally, options for carrying out a search in databases will be explained. Debis, a database information system, and the databases subscribed to by the TU will be presented.

Duration: ca. 90 minutes

Module 3 - Electronic journals
Access the full text by mouse click – electronic journals make this possible. This is a training session to show you how and where to search for electronic journals efficiently and the opportunity to practice what you have learnt.

Duration: ca. 90 minutes

Module 4
Organise and cite literature
You will be introduced to Citavi, a literature organisation program. You will be shown how literature for a scientific paper can be entered, imported from databases, and organised. Finally you will be shown how citations can be pasted directly into a Word document in the format you wish using the "Cite While You Write" plug-in. A bibliography is automatically created and placed at the end of the document.

Duration: ca. 90 minutes

Information/Registration for all 4 modules:

Frau Prieskorn, Tel. 05323 / 72-3636  
Frau Wellner, Tel. 05323 / 72-3636  
prieskorn@ub.tu-clausthal.de  
wellner@ub.tu-clausthal.de

**TU Card**

As a member of the TU you require a TU card in order to use the library. You will find an application form for the card on the TU Clausthal homepage. Please hand in the completed application form to the Students’ Secretariat. → Registration

**VPN**

Access to the Library's *licensed* resources is restricted to the campus network only. Off-campus access is available only via the VPN (Virtual Private Network). For further information, please visit the Computer Centre homepage.

**WLAN**

WLAN is available in the entire library.

Requirements for use of WiTUC are a laptop with WLAN and an account at the TU Computer Centre. You will find installation software and instructions on the Computer Centre homepage on the internet. If you have any questions, please consult the Computer Centre Helpdesk.

**Work stations with internet access**

In the Reading Room, the multi-functional Computer Room and the Catalogue Room you will find computers with internet access with which you can search various online databases (e.g. SciFinder, Perinorm), access electronic journals and surf the Web. Please note that you have to log in on all computers using your RZ account (It is only possible on certain computers to search in the library catalogue without logging in.). Please go the the Information Desk if you are a private user without an RZ account.
List of Abbreviations

DFG: Deutsche Forschungsgesellschaft: German Research Foundation
GVK: Gemeinsamer Verbundskatalog: Union Catalogue of 7 North German States
GBV: Gemeinsamer Bibliotheksverbund: General Library Network
RZ: Rechenzentrum: Computer Centre
TU: Technische Universität Clausthal: Clausthal University of Technology
UB: Universitätsbibliothek: University Library
OPAC: Online Public Access Catalogue
Eingang - Entrance
Eingang Lesesaal – Entrance Reading Room
Leihstelle – Issue Desk
Büchermagazin – Closed Stacks
Lehrbuchsammung – Textbook Collection
Treppenhaus - Staircase