

# How to use the library

## 1. About us

### What you can find

- Media: books, newspapers, periodicals, e-books, e-journals, electronic databases (for searching for articles), CDs, DVDs, CD-ROMs
- Also borrowable: iPads/Tablets, e-book readers, USB-sticks, calculators, presenter's remote controls, study carrel keys (for a study booth at the library), writing sets (pens, scissors, ...), dictaphone, headphones, compasses...
- Service: help, WiFi, copier, printer, scanner, places to study and work in individual rooms or group spaces, unstaffed opening hours (your Campus Card must be validated)

### Opening hours during the lecture period

Current opening hours and all changes can be found at

[www.hs-ansbach.de/bibzeiten](http://www.hs-ansbach.de/bibzeiten)

#### **Staffed:**

- Mon -.Thu 9 am – 5 pm
- Fri 8 am – 1 pm

#### **Unstaffed (Campus Card needs to be activated):**

- Mon - Fri 8 am – 12 midnight

### Borrow and Return

- You can borrow books yourself at the self-service terminal near the information desk in the library using your Campus Card and your library password (rf. to section My account).
- The self-service return box is located outside the library in the entrance area of the building. Exceptionally, you can return your books by post.
- In case of loss of your CampusCard please inform us immediately, so that the card can be blocked.
- You can borrow up to 30 media at the same time.
- The loan period is usually 4 weeks.
- Reference copies (marked by a red dot on the book), journals and newspapers are not available for loan.
- With your CampusCard you can also borrow books from the Ansbach State library.

### The shelf marks

The shelf mark indicated in our catalogue (e.g. 100/CP 3900 C374) leads you to the exact place of the book in the bookshelf. Our Collection is disposed by subjects, e.g. CP 3900 indicates \*Common psychology - stress\*. To locate a book in the library, you don't need to consider the number before the Slash (e.g. 100/).

## Fees

→ fine for overdue items:

1 <sup>st</sup> overdue notice	7,50 Euro
2 <sup>nd</sup> overdue notice	+ 10,00 Euro
3 <sup>rd</sup> overdue notice	+ 20,00 Euro (+ plus postage)
4 <sup>th</sup> overdue notice and immediate enforcement and exclusion from usage	+ 50,00 Euro (+plus postage)

You will **not be able to borrow, request, or renew** any books until you have paid the overdue fees.

## 2. Ansbacher Katalog (Catalogue)

- Online catalogue which contains the holdings of our library and the holdings of the Ansbach State Library can be found here: <https://www.hs-ansbach.de/service/bibliothek>

You can look for

- ▶ Books, eBooks
- ▶ Journals, E-Journals
- ▶ Journals
- ▶ CD-ROMs, Audio-CDs, DVDs

### Your user account

You access your user account via the Catalogue. On the top right you click on „Log in“. Your user number is the eleven-digit number on the back of your CampusCard.

Your preset password is your date of birth in the form DDMMYY. For example: Your birthday is the 20<sup>th</sup> of October 1995 → your preset password is 201095 → please change it to avoid abuse.

In the tab Account **1** you can see your Account Summary **2**:

- The loan period of your loans plus the information whether you can renew items or not yet
- Requests: titles you ordered via interlibrary loan
- Reservations
- Fees you may have to pay
- Status of copies ordered via interlibrary loan

You can also extend your borrowed books via “Bulk renewal” **3**.

Click on User details to change your password or your email address **4**.

The screenshot shows the 'Ansbacher Katalog' website interface. At the top right, the library logo and name are displayed. Below the header, there is a navigation bar with tabs for 'Search', 'My list', 'Account', 'Ask your library', 'Additional services', 'Help', and 'deutsch'. A search bar is located to the right of these tabs. The 'Account' tab is selected, and a dropdown menu is open, showing options like 'Account Summary', 'User details', and 'Search preferences'. A green circle with the number '1' is placed over the 'Account' tab. Below the navigation bar, there are icons for 'Print', 'Send', and 'Search preferences'. The main content area is titled 'Account Summary' and includes a 'Bulk renewal' button (marked with a green circle '3'). Below this is a table with columns for 'No.', 'Title/Author', and 'Due date, Location'. The table lists three items with their respective titles, authors, and due dates. A green circle with the number '2' is placed over the left sidebar menu, and a green circle with the number '4' is placed over the search bar area.

You can also check your account in the library at the self-service terminals.

### Renew your loan period

You can keep items for **4 weeks** and **renew** them up to **5 times**.

**Please note:** renewal is valid only until cancelled by a request from another student. In this case you must return your items – check your user account regularly.

To renew your items, log on to your account in the Catalogue with your user number and password. In the Account Summary click on “Bulk renewal” **3**. The new due date or declined renewals will be shown.

### Reservations

Loaned media can be reserved in the catalogue.

To do so log on with your account. Search for an item in the catalogue and click on the tab “Get document”. Click on “reservation”. After the book is returned, you have a period of 2 weeks during which the book is available for being picked up. You are informed of this by e-mail.

## Search tips

Too many hits:

- Narrow your search by publication year
- Narrow your search by further search terms (maybe in a different search field)
- Use a different search field (e.g. don't use „Basic search“ but „Title/key word“ or „Subject heading“)

Too less or no hits:

- Check spelling
- Use less search terms (less search terms = more hits)
- Use Boolean operator OR instead of And
- Use \* to substitute one or more characters, e.g. „econom\*“ will find „economy“, „economical“ etc.
- Use „Basic search“ instead of specific search field
- Find synonyms and english or german terms
- Find generic or specific terms
- Still have no hits? Try interlibrary loan.

## What does interlibrary loan mean?

Books that our library does not hold can be ordered from other libraries. These items are then sent to our library and are reserved for you. You will be alerted by mail and you can pick up your items during the staffed hours.

This service is free. Due date and conditions are defined by the owning library so the loan period might be only 2 weeks or items might be consulted only in the reading rooms of the library.

## How do I order via interlibrary loan?

If you have no hits in the Ansbacher Katalog, check the tab “Bavarian Library Union”

If you find an item you would like to order, log on with your library account. Click the tab „Get document“ and then click „further options“ and then “order”. Choose the library where you want to collect the item (HSB Ansbach = university library or SB Ansbach = state library). Click „Send interlibrary loan request“ or “Bestellen“.

In your your user account you can check the status of your order (Status: abholbar=the item is ready to be picked up, status: bestellt=the item is ordered but has not yet arrived). It might take up to 2 weeks to process an interlibrary loan.

### 3. Short note on databases

The library offers several databases, accessible via our database information system.

In contrast to our catalog, which only shows the journal / book as a whole and not the individual articles from it, databases allow you to search for articles published in journals, congress reports, research reports, newspapers, etc. In some cases, you find the full text of these articles in the database. In other cases, you have to order the article from a library that holds the periodical the article was published in.

**Please note:**

Most of our databases (similar to e-books) are only accessible from the university campus .If you are not on campus you must use eduVPN: [Info sheet eduVPN \(PDF, English\)](#)

### 4. E-books

E-books are accessible via our catalogue. You can narrow your search looking for e-books only

The screenshot shows a search interface with the following elements:

- Sucheingabe:** Search input fields for 'Alle Felder', 'Titelstichwort', 'Verfasser', and 'Schlagwort', each with a 'und' dropdown and a search button ('Suchen').
- Suche eingrenzen:** A section for refining the search with radio buttons for 'genaue Suche' (selected) and 'auch ähnliche Begriffe finden'.
- Filter options:**
  - Aktuelle Zweigstelle: Hochschulbibliothek Ansbach
  - Suche in Zweigstelle: alle
  - Erscheinungsform: alle
  - Jahr von: [empty] Jahr bis: [empty] Sprache: alle
  - Lokale Literatur: alle
  - E-Books:** A dropdown menu with 'alle' selected and 'Nur E-Books suchen' as an option below it. This entire section is highlighted with a red box.
- Sucheinstellungen:** A section for search settings.

In the catalogue e-books are marked with this symbol:

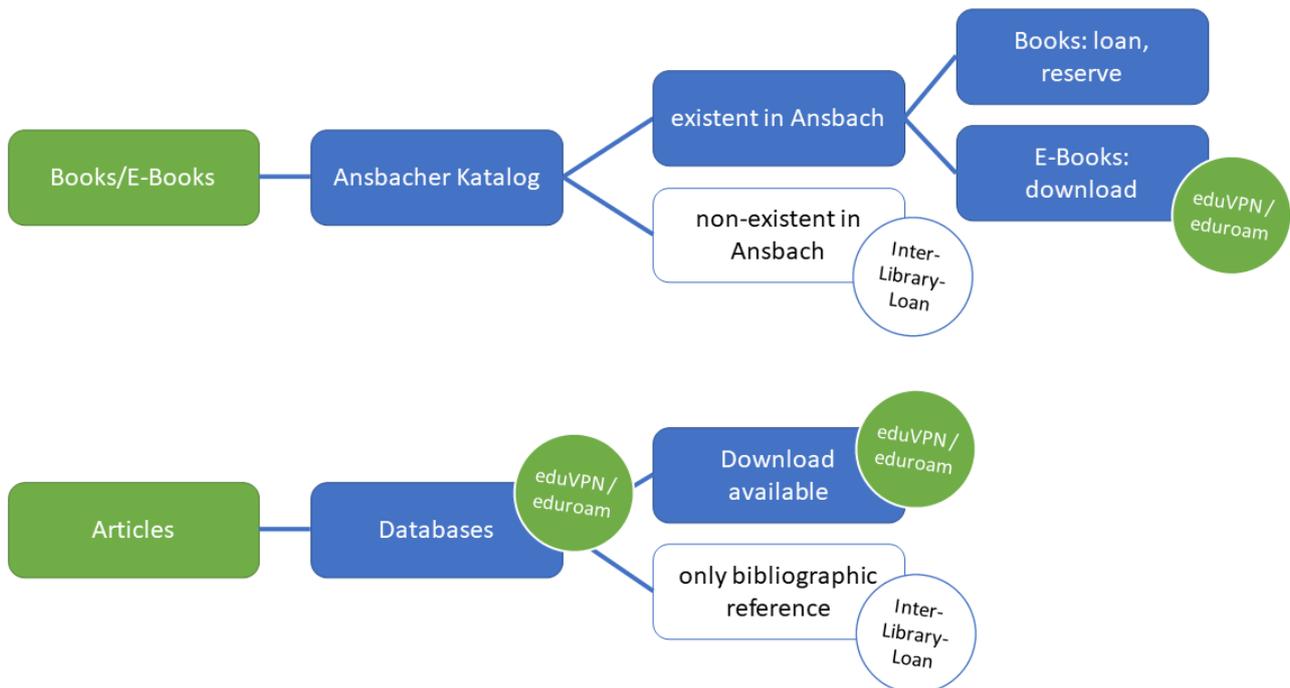


Open the full screen of a hit in the catalogue and click on  Full text, you will be directed to the publisher's homepage. There you can download the e-book entirely or chapter by chapter

**Please note:**

Like databases you need an **eduVPN connection** to download e-books if you are not on the university campus. See paragraph above.

## 5. Where to find literature: an overview



## 6. Get help!

Any questions about research, Catalogue, databases, interlibrary loan, or any library matter? Don't hesitate to contact us:

- Telephone: 0981/4877-431
- E-Mail: [bibliothek@hs-ansbach.de](mailto:bibliothek@hs-ansbach.de)
- Homepage: <https://www.hs-ansbach.de/service/bibliothek>

The best way to deal with your questions is face to face. We look forward to seeing you in the library.

Please check the library homepage for updates on opening hours: [www.hs-ansbach.de/bibzeiten](http://www.hs-ansbach.de/bibzeiten)