

„My account“: Loan periods and renewals

Under “My account” in the library website menu you can find an overview of items you have requested or borrowed or which are waiting to be collected. You can extend loan periods here too.

- The regular loan period is 28 days, or for volumes of periodicals and other items that you may only use in the Library, 14 days.
- Students and external users have a maximum loan period of 4x28 days, and university employees 12x28 days.
- You can extend the loan period yourself via “My account”.
- If someone else has reserved an item, you will not be able to extend your loan of that item.
- Towards the end of the loan period you will receive ONE e-mail reminder. If renewal is not possible, the reason will be shown in “My account”. You will not receive another e-mail reminder.

Overdue fines

If you do not return an item within the loan period, overdue fines will be charged in accordance with the rules on library fees at the University of Tübingen.

If the loan period is exceeded (per item):

	per item
Up to 7 calendar days: (Default level 1)	1,50 €
8-14 calendar days : (Default level 2)	6,50 €
15-21 calendar days : (Default level 3)	16,50 €
More than 21 calendar days : (Default level 4).	26,50 €

You can view your fees and fines via our website under “My account” and pay at a self-service terminal in the Lending Center using your ID card, or by bank transfer. Fees cannot be paid in cash.

Further information at:
<https://uni-tuebingen.de/en/385>

Tübingen University Library
Wilhelmstr. 32 · D-72074 Tübingen
Phone: +49 7071 – 29-72579 (Local loan)
E-Mail: information@ub.uni-tuebingen.de
<https://uni-tuebingen.de/en/facilities/university-library/>
Latest updates also on Facebook and Instagram.

As of: January 2024

Borrowing

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Library cards

If you wish to borrow items from the Tübingen University Library, you need a library card.

For members of the university, this is:

- their student ID card
- their staff ID card
- a "Universitätskarte" (for university employees)
- a "Universitätskarte/UKT" (for University Hospitals employees)
- a personal guest card

in the form of a plastic card with an electronic chip.

External users apply for a library card by e-mail or on site. To apply by e-mail, please send scans of the registration form (<https://uni-tuebingen.de/en/120805>) and your identity card (front and back) or passport with confirmation of residence registration (this confirmation must be no more than 6 weeks old) to ortsleihe@ub.uni-tuebingen.de. The library card will be sent to you by mail after it has been issued. Additionally, the library card can also be applied for onsite (Monday through Friday, 8:00 am to 6:00 pm). To apply onsite, you will need a valid identity card or passport incl. official confirmation of residence registration (not older than 6 weeks).

The library card costs a one-time fee of 10 Euros; it is free of charge for students of Tübingen and Hohenheim universities. Unfortunately, for licensing reasons, external users can only access our e-media while in the Library.

If you lose your card, please let us know as soon as possible so we can block it. You are liable up to the date on which you inform us.

Literature search in the catalogue

To identify relevant literature, search Katalog *plus*, which is linked on the University Library website (see also info sheet 3 "Katalog *plus*").

Once you have identified a title, you will see the details in the full display, i.e. the call number(s) and location(s).

Locations

Items may be held at various locations:

- **Closed stacks:**
Many of our books are located in the closed stacks; these items must be requested via the catalogue and may be taken out on loan.
- **Open shelves:**
Are located in Wilhelmstrasse (Ammerbau) and Morgenstelle (Lecture Center / Branch Library Natural Sciences): users may seek these items under their respective call number, remove them from the shelf and take them out on loan.
- **Reference collection:**
Are located in Wilhelmstrasse (Ammerbau and Manuscript Reading Room): these items may only be used in the Library's reading rooms and cannot be taken out on loan.
- **Textbook collection:**
Are located in Wilhelmstrasse (Lending Center) or Morgenstelle libraries: Books may be found at these locations using the call number and may be taken out on loan.
- Periodicals are housed in the **Alte Waschhalle:**
They may be taken out on loan for up to 14 days.

Requesting, borrowing, reserving items

- You may remove books from the open shelves and take them out on loan, booking them to your library account at the self-service terminals. It is also possible to request books from the closed stacks, by logging in to Katalog *plus* with your university login ID or with your library card number and password.
- If books from the open shelves or closed stacks are already out on loan, you can reserve them via the catalogue. To do this, click on the "Ordering/Reservation" button in the right-hand column and make your reservation in the same way as a request. You will be notified when the title is available.
- Requested and available items can be found shelved under your collection code in the collection area of the Lending Center (for home borrowing) or the Ammerbau (for use inside the Library).

Opening times

All opening times can be found on our homepage.

Wilhelmstrasse Lending Center*

Mon-Fri	8.00 am-midnight
Sat	10.00 am-10.00 pm
Sun	10.00 am-10.00 pm
Limited services*:	Mon-Fri 6.30 pm-midnight, Sat + Sun

Branch Library Natural Sciences (Morgenstelle)**

Mon-Fri	8.00 am-4.30 pm
	4.30-7.45 pm via card reader
Limited services**:	5.00 pm-7.45 pm

* During periods of limited service, we cannot

- issue library cards to external users or
- issue letters of discharge required for termination of enrollment.

**On Campus Morgenstelle in addition:

- no chargeback for renewals
- no payment of fees.