

Die Bibliothek der
Helmut-Schmidt-Universität



HELMUT SCHMIDT
UNIVERSITÄT

Universität der Bundeswehr Hamburg

Info 9

How to use the Library of the Helmut-Schmidt-University

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A short guide for freshmen and other users



❑ How to find a book or journal

The stock of the library is predominantly shelved on open access (except for journals published before 1980). After identifying the location, i.e. the shelfmark in the catalogue you may go directly to the shelf, take the item you are looking for and borrow the book at the self-issue machine which allows you to issue items to yourself.

As external user you will get a library card free of charge by providing us with a valid personal identity card/campus card at the Central Enquiry Desk.

❑ How to retrieve a shelfmark in the Online Public Access Catalogue (OPAC)

The OPAC is the only catalogue of the library's stock, and will tell you what material we have, where it is shelved, and whether it is on loan at the moment. The OPAC can be consulted via internet at terminals throughout the library, the university campus and worldwide. It is easy to use. Several online and printed guides are available to help you.

❑ How to find items on the shelf

All books (and bound journals) are stocked in a systematical order, i.e. arranged by subjects/academic disciplines: e.g. BWL, PSY, MAT, etc. are mnemonic abbreviations and easy to remember. The OPAC's fulltitle screen provides a link as a location guide (e.g. Departmental Library WiSo for a shelved BWL-book) showing the exact place of the item requested on the shelf. Look at the labels on the end of the ranges to find the shelves corresponding to your shelfnumber. Then explore the shelves to find your book.

Please take a closer look at the shelfmark for two exceptions:

“S” behind the colon in the shelfmark – the item requested is located in the textbook collection

“Z” behind the colon in the shelfmark – the item requested is a bound journal and located in the Reading Room of the respective Departmental Library (journals published before 1980 are in closed stacks, but may be ordered by using the online store request service via the homepage or by consulting the fulltitle screen via the OPAC).

❑ How to place a “hold” on an item

„Holds“ may be placed on books which are on loan to someone else directly in the OPAC: in the fulltitle screen of the requested book click the button „Vormerken“. Then type in your library card number and provide your password (by default your date of birth: dd.mm.yyyy).

❑ How to make a reservation for brand-new items recorded in the OPAC which are currently processed by the acquisition department

Click the button in the fulltitle screen “Bestellstatus anzeigen” and send us an e-mail. You will be notified by e-mail when the requested book becomes available.

❑ Which books and journals are confined to the library and may not be borrowed?

In general the whole collection of the library is on loan, except for unbound journals of the current year and the holdings of the special collections stack.

❑ Where can I photocopy?

Photocopying facilities are located in the crossing section to the Reading Room of WiSo-Departmental Library (here you will also find a money changer as well as a copycheck-card machine) and GeiSo-Departmental Library, in the Main Library, the Library Resource Center (MB/ET-Departmental Library) and also in the Departmental Library WiSo/Unit JURA. You have the choice between copy-check-card and payment by coins.

❑ How long can I borrow items for?

You are provided with a loan period for books of one week and an automatic renewal for another three weeks, unless there is no reservation by other patrons of the library. However, bound journals are available only for three days with no automatic renewal given.

❑ Am I able to renew my loans?

Of course, you can renew your loans (three times) as long as they have not been recalled by another reader and are not overdue. You are able to place a renewal by using the OPAC, phone us (6541-3701) or send us an e-mail (biblio@hsu-bibliothek.de).

❑ What happens if my loans are overdue?

You will be notified by e-mail if your loans are overdue or have been recalled by another user. After receiving your notice of claim you have another seven days left to return an item to the library. Missing this date due for return your borrowing privileges will be withdrawn until returning the book. Otherwise there are no fines.

❑ What about account statements of my loans and reservations?

The OPAC enables you to check your loans (and place renewals) plus reservations. Enter your account (“My Library” – “Benutzer-Info”, as login ID use again the number on your library card) and click on the button “Benutzerdaten”. You also have the choice to delete your holds and change your login password.

❑ How to access material not available in the library

The University Library offers three kinds of document delivery services to provide access to journal articles and books which are not in stock locally. Either you may use interlibrary loan service (free of charge) operated by the library or you take full advantage of the self-service online interlibrary loan via the databases offered by the Gemeinsame Bibliotheksverbund (a small fee of €1,50 is charged for each request). SUBITO is a genuine document delivery service supplying books and articles (in electronic format) to your desktop. Invoices will be sent by the respective library document suppliers from Germany, Switzerland und Austria. Please click the button “Bestellung” on our homepage for detailed information.

❑ How to get information without visiting to the library

You may contact us by phone (6541-3701 during service hours), e-mail (biblio@hsu-bibliothek.de) or you send your input questions using our chat or webformular reference service “Fragen Sie Hamburger Bibliotheken” via homepage of the library. We will answer immediately – promised!

**Helmut-Schmidt-University
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– University Library –**

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URL <http://www.hsu-bibliothek.de>



Opening and Service Hours

Departmental Libraries WiSo, GeiSo, MB/ET

Mo through Fr 09:00 – 22:00
Sa through Su 10:00 – 18:00

Information Desk

Mo through Fr 10:00 – 17:00

Circulation Desk

Mo through Fr 09:00 – 19:30
Sa 10:00 – 14:00

Beyond service hours supply of library cards and reference service is not provided.

Main Library, Departmental Library WiSo - Unit JURA

Mo through Do 09:00 – 16:00
Fr 09:00 – 14:00
Sa closed

Contact

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