Welcome to the library!

This guide offers some basic information about the Library of the University of Applied Sciences Aschaffenburg.
The library staff are here to help you. Please ask if you need any assistance.

Library rules

Coats and bags can be left in the locker room in the entrance of the library

Lockers are available in which you can keep your personal belongings. Please notice that all lockers should be emptied each evening.

Please remember that the library is a place for study. We ask you to work quietly.

To help make a pleasant environment for everyone to use, please make sure that all mobile phones are switched off when you enter.

Smoking is not permitted in the library.

Opening hours

Semester

Opening hours with full service:
Monday to Thursday 9:30 – 18:00
Friday 9:30 – 15:00

Opening hours with limited service:
Library is operated with temporary employees.
No renewal via telephone and no specialist counselling possible.

Please refer to our website over the valid times.

Address
Würzburger Str. 45
63743 Aschaffenburg

TELEPHONE: 06021/4206-619
FAX: 06021/4206-689
E-MAIL: biblio@th-ab.de
INTERNET: http://www.th-ab.de/library/

Stand: 04/2019
Library Card

Our Students are registered automatically with the library when they matriculate each academic year. The CampusCard, which has an individual library borrower number on it, is given out upon matriculation. Once in possession of a valid ID card, you are able to start borrowing library material.

If you lose your CampusCard please report it immediately at the service desk to avoid abuse.

With the allowance to use the library you acknowledge our library regulations, the “Allgemeine Benützungsordnung der Bayerischen Staatlichen Bibliotheken (ABOB)”. You are liable for damages resulting from the Abuse of your registration card through others.

Your library account

Your personal library account is available via catalogue. Enter your borrower number and your password and check your loans, overdues and current holds. Here you can also renew your books.

Your borrower number is printed on your CampusCard. The password can be changed by you in the catalogue using the function account or forgotten password below.

Finding what you want

First check our library catalogue. It contains not only our collections and the ones of the libraries of the Universities of Applied Sciences of Würzburg, Schweinfurt and Coburg but also the collections of the state library in Aschaffenburg.

You can find all our journals in the catalogue, but not individual articles.

Find the catalogue entry for the item you want and note the shelfmark.

Notices will direct you to the correct floor and signs on each section of bookshelves will identify the precise shelfmark location.

Library Arrangement

Books and periodicals are shelved in order of shelfmark. The shelfmark represents the subject of each item. It appears beside the catalogue entry and on the spine of each volume.

Loan

Take the items and your CampusCard to the service desk or use our self-service terminal. You can lend up to 20 media items.

You are responsible for all material you borrow. Newspapers, current periodicals, important reference works, loose-leaf publications and books from the reserve collection are not for loan. All books not borrowable are marked with a coloured ribbon on their spine.

Loan periods and renewal

The loan period is 4 weeks. It can be renewed two times unless reserved by another reader.

You can renew at the service desk, via telephone or via catalogue.

If you tell us your e-mail address you receive an advanced warning five days before the books are due to be returned.

Please notice:

Recall and overdue notices sent via e-mail are without guarantee. Relevant is the information in your library record. Please check it regularly to see if books are recalled or overdue or if books are available for you!

Reserving books

If the item you want has been borrowed you can reserve it via catalogue. You'll be sent an e-mail telling you to collect the book, when it is available at the service desk. After the books have arrived they are available for you for up to 10 opening days before they are sent back.

Ordering books

You can order books from the libraries of the Universities of Applied Sciences of Würzburg, Schweinfurt and Coburg via the catalogue. Delivery takes about one week. Each order costs 0.50 EUR. You'll be sent an e-mail telling you to collect the book, when it is available for you at the service desk.

Inter-Library Loans

The library may be able to borrow books which are neither in the university library nor in any other library in Aschaffenburg from another library via Inter-Library Loans.

Please order books and journal articles online via “Gateway Bayern” (http://www.th-ab.de/bibliothek).

Books: 0.50 EUR per book

Articles: Copy charges from 1.50 EUR

Delivery times: between two to four weeks, depending on the availability of the item and the speed of the lending library.

Overdue fees

Overdue items will automatically incur fines:

7.50 EUR for the 1st overdue notice
10.00 EUR for the 2nd overdue notice
20.00 EUR + postage for the 3rd overdue notice
30.00 EUR + postage for the 4th overdue notice

Do not seriously inconvenience other users who need the same material as you do. Please ensure that all items are returned on time. You can't borrow, renew or reserve books until the overdue fees are paid.

Online databases

The library has negotiated license agreements for some online databases. Online searches may be performed in the library or within the university’s IP-domain by our students.

Comments and suggestions

The library appreciates very much your comments and suggestions. If you are dissatisfied with any of our services or find a book or another item in our library lacking, please inform us by using the comments postcard available in the library. If you wish to recommend a purchase you can also use the form “Beschaffungswunsch” in the catalogue.