

Orders for these media can be made on your own via „Opac“. Orders from our stacks can be picked up the following afternoon at the circulation; orders will kept for 10 days.

Weekend Loan

Non-lending-collection titles may be borrowed overnight or over the weekend. For more information please contact the circulation. If you fail to return these media on time, a daily overdue fee of 3 € /per media is applicable.

Interlibrary Loan

Literature which is not available in our library may be ordered through German or international interlibrary loans at the interlibrary loan office on the basement, room 5.018, phone 140-664. For orders or any questions please contact: fernleihe@ph-ludwigsburg.de

Contact Persons

Library Management

Dr. Christiane Spary (Head of the Library),
3rd floor, 5.303, Phone 140-661,
spary@ph-ludwigsburg.de

Roland Hermann (Deputy Librarian)
1st floor, 5.119, Phone 140-662,
hermann@ph-ludwigsburg.de

Coordination

Silja Ueckermeier, 1st floor, 5.115, Phone 140-676, ueckermeier@ph-ludwigsburg.de

User Service Manager

Hildegard Schlupp, 2nd floor, 5.216, Phone 140-668, schlupp@ph-ludwigsburg.de

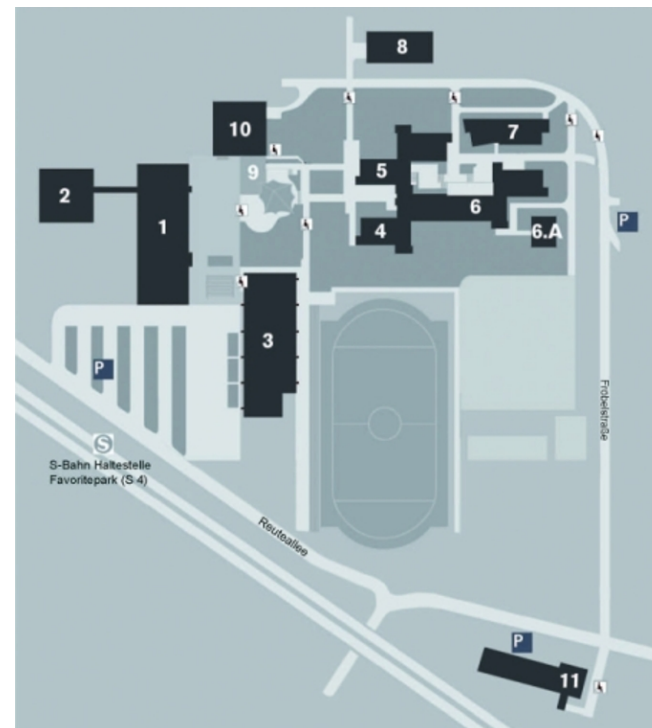
Circulation

Monika Födisch, ground floor, Circulation, Phone 140-665 or ausleihe@ph-ludwigsburg.de

Library Hours

Mo-Th	9:00 am-7:00 pm
Fr	9:00 am-5:00 pm

During the summer months restricted business hours apply. Please pay attention to advertisements put up within the library building or check our homepage: <http://www.ph-ludwigsburg.de/bibliothek+M52087573ab0.html>



5: Library of the University of Education Ludwigsburg

“How can I use the library?
Hints for loan“

Reuteallee 46, 71634 Ludwigsburg
Postfach 220, 71602 Ludwigsburg

<http://www.ph-ludwigsburg.de/bibliothek.html>

Who can use our library?

Students, lecturers and the members of the university, teachers, probationary teachers and people with professional interests are welcome to use our library.

How to get user ID

Students and members of the University of Education can use their students ID respectively members ID as their registration card. If you like to change your personal data please use the University of Educations homepage. (menu point Studierende/Online-Funktion/Adressänderung)

All other customers have to fill in a registration form, available at the circulation desk (also available for download via the libraries homepage - menu point user services/circulation/more information about circulation). Please have a valid ID card (e.g. passport) ready for final registration. A user ID will be issued free of charge.

Orientation

0 Ground Floor

Registration and circulation desk, interlibrary loan, AKJ (collection of childrens literature), IT-departments service desk, copy room 5.016, gender studies literature and general interests, daily newspapers and journals, novels, bibliographies (not loanable)

1st Floor

Collection PZB. The collection of the former Central Library for Pedagogics (loanable).

2nd Floor

Lending Stock („Freihand“) in classified arrangement, with the exception of the subject „General Interests“, which can be found on the ground floor.

3rd Floor

Reading room, newspapers, magazines and journals. Non-lending collections, reserve collections („SA“), not loanable. New book display (loanable). Scanner, copy room 5.305

Library Catalogue „Opac“

To search the holdings of our library, our electronic catalogue called „Opac“ is available. You will find computers for your information research on all floors of the library, but you may also search our catalogue via internet at home (please see our www-homepage / menu „Literaturrecherche/Kataloge/Opac“).

Opac allows you to

- check your books on loan and see their dates due for return
- renew books
- reserve books currently on loan (please use the button „Vormerken/Bestellen“)
- check your address and reader registration
- change your password for the database „Opac“
- make orders from the stack collection (please use the button „Vormerken/Bestellen“)

To make orders from the stack collection, reserve books currently on loan or to renew a book you have to type your user ID and a password (your date of birth , DD.MM.YYYY) .

Reserved books will be kept up to 10 days at the circulation desk.

Borrowing a book

Just take the title you wish to borrow from our open-shelf bookstock. It will be checked out at the loan desk or by using our automated circulation system on the libraries ground floor.

Length of loan / renewal of the loan period / book return

Books may be borrowed for a period up to three weeks and if there is no reservation you are able to renew it twice. To renew your books just show your user ID at the loan desk or use the Opac self-service function. Telephone renewal is also possible: 07141/140-665. Out of our business hours media can be returned using our book drop.

Overdue fee

In case of an overdue of the loan period you will receive notification from us. These recall notices are unfortunately chargeable:

1. first notice: 1,50 € per book
2. follow-up notice: + 5,00 € per book
3. reminder: +10,00 € per book
4. reminder +10,00 € per book

Our customers will receive the first overdue notification via e-mail. Any necessary follow-up notice will be send at 10 days intervals. Payment for lost or misplayed books: Book price plus 20 € service charge per book!

Stack Collection Order

Some media in our electronic catalogue „Opac“ have the reference „Magazin“, which means these media belong to our stack collection.