

What are the reserve collections (Semesterapparate)?

The reserve collections are located inside the reading room, just behind the entrance on the right hand side and offer books and reading materials specially collected by the professors and staff at the University of Education for the students. These collections are organized by professor and each professor is given a number which is shown on a sign at the end of the shelf. Also available are handouts and other materials. The reserve collection is for in-library only.

Questions about the reserve collection can be answered by:

Rosemarie Schulte-Hubbert, 2nd floor, room 5.216, Tel. 140-668

E-mail: schulte-hubbert@ph-ludwigsburg.de

Rule of etiquette

As stated in our library regulations please keep your voice down as the reading room should be a place to work and learn. Mobile phones need to be switched off. If you need to make a phone call, please use our staircase. Smoking, eating and drinking is not allowed inside the libraries building. Exception : bottled drinks (e.g. mineral water).

Any other questions about the reading room can be answered by:

Silvia Broschell (mornings), 3rd floor, Reading Room, Tel. 140-671

E-mail: broschell@ph-ludwigsburg.de

Daniela Kopp (afternoon), 3rd floor, Reading Room, Tel. 140-671

E-mail: kopp@ph-ludwigsburg.de

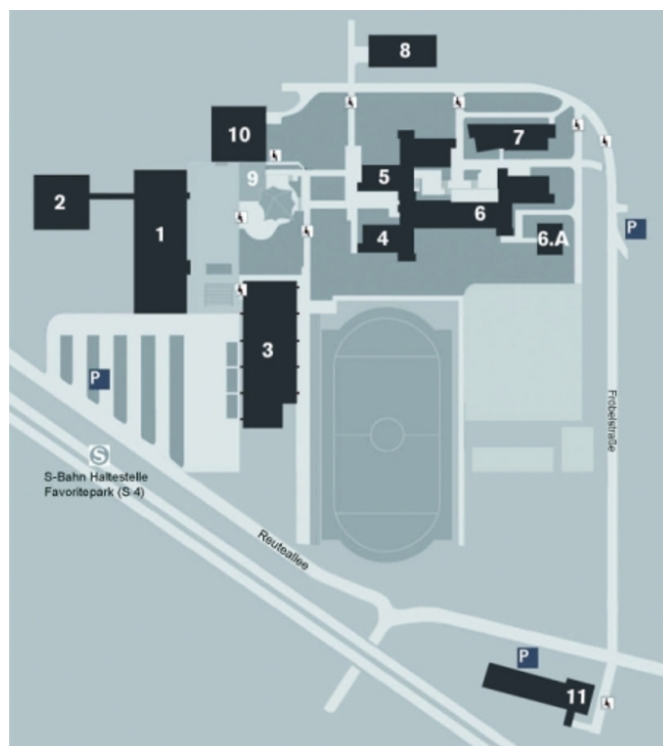
Library Hours

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

Fr 9:00am - 5:00pm

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

“What will I find in the library’s reading room?”

Reuteallee 46, 71634 Ludwigsburg
Postfach 220, 71602 Ludwigsburg

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

Where is the reading room located?

Enter the library as usual through the entrance of building 5. Take the stairs (or elevator) to the 3rd floor and go through the glass doors on the left.

What kind of literature will I find in the reading room?

The reading room offers general encyclopaedias, dictionaries, reference books for all subjects and introductory literature for specialized subjects. These are mostly found in book form. Some of this literature is also available on loose leaf form; i.e. in binders which are continuously updated with current information. Also available in the reading room are journals and newspapers and furthermore our new book display.

Which newspapers and journals are available in the reading room?

Journals and newspapers can be found on the left side behind the computer work-stations. Current issues of daily newspapers can be found on the ground floor nearby the sofa. All daily newspapers will be kept for approximately one month. The following newspapers are available:

- Frankfurter Allgemeine Zeitung
- Le Monde
- Ludwigsburger Kreiszeitung
- Stuttgarter Nachrichten
- Stuttgarter Zeitung
- Süddeutsche Zeitung

In the newspaper racks you also can find past issues of our "sofa journals" (located on the libraries ground floor) like Spiegel, Focus,

GEO, Literaturblatt BW, NEON, Cicero. Specialized periodicals can be found in the stacks. Generally journals are kept on hand for the last 10 years. Exceptions are for the following: "Grundschule" and "Praxis Deutsch", which you can find complete with all issues in our reading room. Please ask the librarian or our periodicals division (Room 5.302) if you are looking for a certain edition or issue. Current issues of "Grundschulmagazin", "Praxis Deutsch" and the back runs of the last 10 years of "Kunst und Unterricht" are available. Our superintendent of the reading room is able to hand these out (enquiry desk right on the hand side just behind the reading room entrance).

Where do I find past journal editions?

Journal editions that are older than 10 years are kept in the stack collection. You can order these at the circulation desk. You will need to fill out a form, which can be found in the reading room or at the circulation desk. Each afternoon the orders are retrieved from the stack collections. You can pick up the ordered items on the next day after 2:00 pm.

Are the reading room collections available for loan?

The reading room collections are only for use in the library. This means that the books must remain in the library and are only available for overnight or weekend loan. Loans are possible starting one hour before the library closes and must be returned the next business day before 10:00 am! Ask a librarian if you need a certain item especially urgently and want to borrow a book for this short period of time.

What is the new book display?

Our new book display can be found in the front area of the reading room. Here our most interesting recent intakes will be displayed. These books circulate!

How do I find journal articles?

Journal articles can be found in the yearly directory of the corresponding volume or by using a database. Ask us if you have questions, we'd be glad to help.

Our librarians for this area are:

Roland Hermann, Room 5.119, Tel. 140-662
E-mail: hermann@ph-ludwigsburg.de

or Jasmin Pfaff, Room 5.018, Tel. 140-664
E-mail: pfaff@ph-ludwigsburg.de

Can I make copies or scans of the materials found in the reading room?

You can copy books and journals from the reading room within the library (room 5.305 or 5.016). Please handle the items with care as they are easily damaged by excessive copying.

Furthermore you can scan articles from books or journals using our black and white scanner inside the reading room and download them on your USB memory stick free of charge. Our superintendent of the reading room provides also USB memory sticks for sale.