

Stack Collection Order

Some media in our electronic catalogue Opac have the reference »Magazin 1«, which means these media belong to our stack collection. Orders for these media can be made on your own via Opac. Please press the button »Bestellen/Vormerken« and add the number of your registration card and password. Magazines older than 10 years you have to order at the circulation. Orders from our stacks (please order until 1.30 p.m.) can be picked up the same afternoon (after 3.00 p.m.) at the circulation; orders will be kept for 5 days.

Weekend Loan

Non-lending-collection titles may be borrowed overnight or over the weekend. Periodicals are not to be lent in general. 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)
Room: 5.303
Phone: 07141/140-661
E-Mail: spary@ph-ludwigsburg.de

User Service Manager:
Hannah Gabler
Room 5.216
Phone: 07141/140-668
E-Mail: gabler@ph-ludwigsburg.de

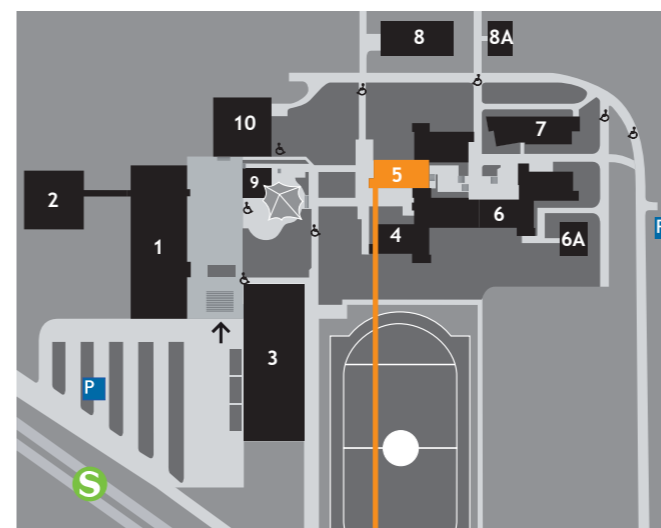
Circulation:
Monika Födisch
Ground floor, circulation
Phone: 07141/140-665
E-Mail: ausleihe@ph-ludwigsburg.de

Library Hours

Mo – Thu 8:00 am-7:00 pm

Fr 8:00 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: phlb.de/bib](http://homepage:phlb.de/bib) or meet us on [facebook](#).



Library of the University
of Education Ludwigsburg
Building 5



PH Ludwigsburg
University of Education
Pädagogische Hochschulbibliothek Ludwigsburg



How can I use the library? Hints for loan

Pädagogische Hochschulbibliothek
Reuteallee 46, Building 5
71634 Ludwigsburg

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.

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 »Anmeldung«). Please have a valid ID card (e.g. passport) ready for final registration. A user ID will be issued free of charge.

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 and 2nd floor.

Orientation

0 Ground Floor

Registration and circulation desk, usb-sticks on sale, interlibrary loan, ZeLd (media for children and adolescents), IT-departments service desk, scanner, general interests and Theologie(loanable), new book display (loanable), daily newspapers and journals, novels (loanable), lockers.

1st Floor

Complete collection of pedagogic literature and Special Education (loanable). Collection PZB, the collection of the former Central Library for Pedagogics (loanable). HTW (loanable).

2nd Floor

Lending Stock (Freihand) in classified arrangement, with the exception of the subjects General Interests, Theologie, which can be found on the ground floor and HTW, Pedagogics and Special Education on the first 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

Floor 1 and 3 are reserved for quiet individual studies!

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 homepage, menu point »Literatursuche/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 »Bestellen/Vormerken«)
- check your address and reader registration
- change your password for the database OPAC
- make orders from the stack collection (please use the button »Bestellen/Vormerken«)

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 5 days at the circulation desk.

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

Books may be borrowed for a period up to four weeks and if there is no reservation you are able to renew it three times. 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 to third overdue notification via e-mail. Any necessary follow-up notice will be send at 10 days intervals. Payment for lost or misplaced books: Book price plus 20 € service charge per book!