In the next step you will be asked to create a new password; it must be 6 to 12 characters long. You may use letters, numbers, and special characters. They are case-sensitive.

When you are logged in you have access to your account. You will find 'My account' next to 'Search' and 'My list' in the blue bar. In your account you will find the media you have borrowed, ordered or reserved. You can check your loan periods and renew your books.

Choose 'User details' in the drop-down menu 'My account' to change your password or your e-mail-address.

**Tip:** The library will inform you by e-mail, e.g., about expiring loan periods. So please submit your current e-mail address in your library account. This service offers no guarantees.

**For students:** We do not have your e-mail address automatically. Please enter your e-mail address in your user data.

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**How can I renew my loans?**

After the regular loan period of four weeks, the loan period is renewed automatically for another four weeks. A second renewal can be made in your account.

**Please note:** The regular loan period is guaranteed. The first and second renewal is only possible, if the book has not been reserved. If a patron reserves a book, it must be returned after the regular loan period or after one week, if you have already renewed the loan period.

**Tip:** Please check your account in the Regensburg Catalogue plus regularly. Here you will find the current, compulsory status of your loan period. Return books in time to avoid an overdue fine and a blocking of your account.

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**DO YOU HAVE ANY FURTHER QUESTIONS?**

Ask us!
Phone: +49 941 943 3990
E-mail: info.ub@ur.de

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**Tip:** You can find all these details and further information here: www.ur.de/library/faq

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**Finding and Using Literature**

**REGensburg CATALOGUE plus**

Effective: Jan 2018
Everyone can use the University Library for free. As a student your student ID is also your library card. As a staff member of the University or the University Hospital Regensburg you can apply for a library card online or in person. As a visitor you can order a library card online. For further information and the order form please visit www.ur.de/library/services/media-use/library-card

Which media does the 'Regensburg Catalogue plus' contain?

www.regensburger-katalog.de

After searching in the Regensburg Catalogue plus you will find the results in three tabs.

In the first tab 'Regensburg Catalogue' you find the holdings from the University Library, the Regional State Library of Regensburg and the OTH Regensburg Library and other academic libraries in Regensburg. Here you will find books, journals, newspapers, DVDs, CD-ROMs, e-books and e-journals, but you will not find any articles in this tab.

The second tab 'Articles and more' contains a variety of journal articles and book chapters. In many cases you have access to the PDF of the article, when you are in the campus network.

The third tab 'Bavarian Library Union' will give you the holdings from the Bavarian Library Union and other academic libraries in Bavaria, Berlin and Brandenburg. You can order media, which are not available in libraries in Regensburg, via inter-library loan.

How can I use the media?

Click on the required item in the hit list. In the ‘Holdings’ tab you can see where the book is located and how you can use it. In the first column you will find the ‘Shelfmark’. As the books are sorted by shelfmark, you can easily find them in the reading room and in the textbook collection.

The column ‘Location, Direction sign’ tells you where you can find the book. In the column ‘Status’ you can see, if you can borrow the book.

Status ‘available’ tells you where you can find the book. In the column ‘Status’ you can see, if you can borrow the book.

Status ‘available (in other branch)’

You can use this book in the reading room. You can borrow the book on short-term loan (e.g. for making copies in the Copy shop) or for the weekend, from Friday noon till Monday noon.

The scanners in the reading rooms can be used for free. Please bring a USB flash drive for saving your scans.

Status ‘for order’

You can order the book or use it in the reading room. If the item is available in Regensburg, please click on ‘order’ in the line ‘ILL’. To use this service you have to be logged in.

Tips for your research:

• * replaces a number of characters. (psych* finds psychology, psychologist, psychotherapy…).
• ? replaces exactly one character.
• You can limit your results by choosing the ‘Publication type’ (Thesis, Journal/Newspaper, DVD, E-Book), or the year of the publication.
• After logging in you can find more, and indeed better, results in the ‘Articles & more’ tab in the Regensburg Catalogue plus.

How can I use the University Library of Regensburg?

For ordering, renewing or reserving media or for checking your account, you have to log into the Regensburg Catalogue plus. You will find the button ‘Log in’ in the upper right corner of the Regensburg Catalogue plus. Please type in your user number (near the barcode on your library card / your student ID 069…) and your password. Your original password is your birthday in a 4-digit format (DDMM).