

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.

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.

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

DO YOU HAVE ANY FURTHER QUESTIONS?

Ask us!

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Finding and Using Literature

REGENSBURG CATALOGUE plus

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Universität Regensburg
UNIVERSITÄTSBIBLIOTHEK

HOW CAN I USE THE UNIVERSITY LIBRARY OF REGENSBURG?

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.



Please note: Here you will find only a variety of articles. For a more detailed search, please use the databases.

The searched sources are listed here:
www.ur.de/bibliothek/recherche/aufsaetze/quellen

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

HOW DO I SEARCH FOR A CERTAIN BOOK?

If you need a certain book, you can use the search fields '*Keywords*' and '*Author/Editor*'. In the tab 'Regensburg Catalogue' you will find the book and its location in the library.

HOW DO I SEARCH FOR A CERTAIN TOPIC?

If you are looking for literature on a certain topic, type in the keywords of your topic in the basic search. You can filter your results.

Subject terms describe the content of a book in German.

HOW DO I SEARCH FOR JOURNALS?

You can search for the title of the journal in the search field '*Keywords*'. Choose '*Journal/Newspaper*' in the drop-down menu '*Publication type*'. If the journal is available online, click on the link '*Full text EZB*' for the Electronic Journals Library EZB.

HOW DO I ORDER FROM THE 'BAVARIAN LIBRARY UNION' TAB?

Click on the item found in the '*Bavarian Library Union*' tab. In the tab '*Services*' you will find further information for access.

If the item is available in Regensburg, click on the link '*Local Holdings – available*'. You can order the book or use it in the reading room.

If the item is not 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. (psycho* 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 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 (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 an USB flash drive for saving your scans.

Status '*for order*'

These books are stored in the stacks. Log into the Regensburg Catalogue plus and click on '*for order*'. The book is available the next working day and you can collect it within one week in the lending area. You can borrow the books from the stacks for four weeks (two extensions are possible).

Status '*on loan until...*'

If a book from the stacks or the textbook collection is on loan, you can reserve the book. The user who has borrowed it is notified to return it after four weeks, or within seven days, if the loan period has already been renewed.

When the book is returned, you get an e-mail and the book is reserved for you in the lending area.

Status '*available*'

Books in the textbook collection contain the status '*available*'. You can borrow these books directly in the textbook collection for four weeks (two extensions are possible). In the textbook collection you will find basic literature for your studies.

HOW CAN I LOG INTO THE 'REGENSBURG CATALOGUE PLUS'?

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 in 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).