



WELCOME TO THE LIBRARY

Information on borrowing policies

Leuphana Card and library card

Items can only be checked out with a valid Leuphana Card or a library card. Students can obtain Leuphana Card at the service desks of both libraries (deposit 10€). It costs 5,- Euro to activate the loan functionality of Leuphana Card. Users who are not eligible for Leuphana Card can obtain a library card, which also costs 5,- Euro. You will have to agree to the terms and conditions for using the libraries (“Benutzungsordnung”)

Loan periods and renewals

The standard loan period is 29 days. Periodicals and other specialized materials do not circulate. For renewals use the “borrower information” in the catalog. To log into your account, please use the number starting with 3110... on your Leuphana Card or library card and your password. The initial password is your birth date in a six-digit format (DDMMYY).

Fines

We send out reminders via e-mail three days prior to your due dates. After the due date you will receive an overdue notice. This costs 2,- Euro per item. Additional fines will be added on a weekly basis (5,- Euro for the second week, 10 Euro for the third week).

Please make sure that our reminders and overdue notices reach you by providing a correct e-mail address and checking your spam filters. Fines will charged even if the e-mail could not reach you.

Questions

It is important to us that you find books and other information quickly and that enjoy your stay in our libraries. Please do not hesitate to ask for help, especially when

- you have trouble locating books or using the renewal functionality
- you need help using the catalog our other tools
- you want to use databases, e-journals and e-books from your home computer
- you want to learn more about our services

Central library
Universitätsallee 1
Fon 04131.677-1101
ausleihe@uni.leuphana.de