

UNIVERSITY LIBRARY AT LEUPHANA UNIVERSITY

GENERAL INFORMATION

The library holds about 695.000 items and subscriptions for 29.000 e-journals and 55.000 e-books. All holdings are listed in the catalog. Article-level information and access to full-texts is conveniently available through the search engine LUX. Both catalog and LUX can be accessed via the library website. The collections focus on subjects taught at Leuphana University. Large parts of the book collection are shelved according to the subject classification of the library. There is an open stack part in which books are shelved by order of accession. Some titles are held in closed stacks and need to be ordered through the catalog or LUX. They can be picked up at the "Vormerkregal" in the reading room. Please feel free to ask the reference librarians at the information desk for help at any time.

GETTING A LIBRARY CARD OR LEUPHANA CARD

A library card is needed to check out items. Students of Leuphana University are eligible to get a Leuphana Card which also serves to pay for food at the food halls or printing and copying. To receive either the library or the Leuphana Card, enter your personal details using our registration form "Online-Anmeldung" on our website, thereby agreeing to our terms of service ("Benutzungsordnung"). You can then pick up your card at the service desks. Please provide a valid passport and a certificate of residence ("Meldebestätigung"). The costs for a library card are 5,00 €.

BORROWING POLICIES

Books can be checked out at our self-service stations. The standard loan period is 29 days. Periodicals and other specialized materials do not circulate. For renewals use the "borrower information" in the catalog or the login functionality in LUX. To log into your account, please use the number on your library card which starts with 3110 and your password. The initial password is your birth date in a six-digit format (DDMMYY).

Books can be returned at the return machine or at the service desk. Overdue items are fined:

- 2,00 € per item (first week)
- 5,00 € per item (second week), in total 7,00
- 10,00 € per item (third week), in total 17,00
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Borrowing privileges will be suspended if fines exceed 20 €. Reservations are free and can be administered through the catalog or LUX. Important: Please register for our e-mail notification service as soon as you have received your library card/Leuphana Card. After you have picked up your library card/Leuphana Card you will receive an e-mail with a link. Please click on the link and fill in the number of your library card and confirm with your password (birth date in six digit format, see above). This is essential since notifications concerning reservations or inter-library loans are solely sent out via e-mail. You will also receive reminders for due books three

days in advance. These reminders are an additional service. If for any reason you do not receive them, it is still your responsibility to keep up with the due dates.

STUDYING AT THE LIBRARY

The reading room ("Lesesaal") is the central space of the library. It offers a variety of reading and working spaces. The reading room is silent. Please also refrain from eating and drinking. The upper level of the entrance hall is a group working space. Three individual rooms for group study are available for booking through the information desk in the reading room.

WiFi is available to university members throughout all buildings. Both libraries offer computer workstations. Please use your "Ignummer" for authentication. A variety of scanners, printers and copy machines are available as well. Scanners can be used free of charge using your own USB-stick. The print and copy machines will charge the costs on your Leuphana charge.

SEARCHING AND MANAGING INFORMATION

Print and electronic literature can be found and accessed through the catalog or the search engine LUX. In addition to these we offer numerous subject-specific databases for in-depth searching, for instance

- *Business Source Premier* for topics in management and business
- *MLA* for topics in literature and cultural science
- *PsycINFO* for topics in psychology
- *Scopus* and *Web of Science* for interdisciplinary research

These databases can be accessed through our website ("Datenbanken"). To use these databases and other electronic resources off-campus, please use the VPN client which you can download on our website. The tutors at "Tutorenraum" in Building 7, room 8 will assist you with any problems concerning the VPN access or other access problems that might occur.

The library holds a license for the reference management software *Citavi*, which allows collecting and exporting references.

We regularly offer classes on searching databases and using reference management software, however these classes are in German only. We will be happy to assist you in English, please contact us via e-mail at ik-team@leuphana.de

CONTACT INFORMATION

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