Library Hours

Informationszentrum, Lesesaal, Offenes Magazin
(Information Center, Reading Room, Open Collection)
Monday – Sunday 8 AM – Midnight

PC-Arbeitsplätze im Informationszentrum
(PC-Workstations in the Information Center)
Monday – Sunday 8 AM – 11:45 PM

Lehrbuchsammlung
(Textbook collection)
Monday – Sunday 8 AM – Midnight

Zugang zu den Abholregalen in der Leihstelle
(Access to the pickup shelves)
Monday – Sunday 8 AM – Midnight

Lesesaal
(Reading Room)
Monday – Sunday 8 AM – Midnight
(after 4 PM weekdays and on weekends: only supervisory staff)

Service Hours

Auskunft im Informationszentrum
(Service in the Information Center)
Monday – Friday 8 AM – 6 PM

Leihstelle
(Service at the Check-out Desk)
Monday – Friday 8 AM – 6 PM

Ausleihe in den Lesesaal
(Orders for the Reading Room)
Monday – Friday 8 AM – 6 PM

For further assistance please inquire at one of the following service areas:

Informationszentrum
Tel: 06421/28-25130 (Auskunft)
E-Mail: auskunft@ub.uni-marburg.de

Leihstelle
Tel: 06421/28-25143
E-Mail: ortsleihe@ub.uni-marburg.de

Dokumentlieferung
Tel: 06421/28-25142
E-Mail: fernleihe@ub.uni-marburg.de

Lesesaal
Tel: 06421/28-25140
E-Mail: lesesaal@ub.uni-marburg.de

Zentralbibliothek
Wilhelm-Röpke-Straße 4
35039 Marburg

www.uni-marburg.de/ub

Stand: 01.10.2010

Philipps Universität Marburg

Zentralbibliothek (ZB)

www.uni-marburg.de/ub

Registration Information and Lending Regulations

Ucard

The Ucard may be purchased at the "Mensa" or at the main University Library (ZB) for a deposit of 5,-€.
The Ucard has two functions: It serves as a Library Card – as soon as you register it at the circulation desk ("Leihstelle") of the main library – and it can also be used as a money card. **Please write down your card number (front side, 6-digits, used for the money function) and the Library Card number (back side, 8-digits, under the barcode).** Should you lose your card, please have your account frozen in the ZB and in the Mensa with the help of your numbers as soon as possible – you will be held responsible for any misuse. The card is not transferable.
If you do not need your card anymore, please have it deactivated in the ZB, and return it to the Info Point in the Mensa for the 5,- € deposit and any remaining balance.
Please also read the Ucard policies on http://www.studentenwerk-marburg.de/essen-trinken/ucard.html

OPAC-Account

You can log in to your OPAC-user-account with your Library Card number (8-digit barcode and your password (8-digit birthdate: ddmmyyyy) under „Benutzer-daten“. Please enter your current address and e-mail address and keep both of them up-to-date.

Notification by E-mail

If you have entered an e-mail address in your ZB user account, you will receive a reminder notice 3 days before the due date [end of the loan period]. You will also be notified when material you have put on hold ["vormerken"] or interlibrary loan material is available. If you have not entered an e-mail address, you will not receive notification.

Loan period

The loan period for library material is 4 weeks. If materials on loan have not been put on hold ["vorgemerkt"], they can be renewed online twice or at the check-out desk. For further information please consult the "OPAC-Nutzerkonto" flyer.

Fines

Borrowers will be fined for material that is overdue. Notices will be sent by email (when given) or by regular mail. Fines have to be paid with the Ucard at the circulation desk ("Leihstelle") – payment in cash is not possible. Fines amounting to more than 6,-€ will block the library card function – ordering and checking out material is not possible then until the fee has been paid. Fines can be paid only after the overdue material has been returned.

Ordering library materials

The main university library operates partly on an open-stack, self-service basis (Lehrbuch-sammlung, Lesesaal) and partly on a closed-stack basis, for which orders must be placed through the online catalogue (OPAC). When placing an order you will need to enter your library card number (8-digit barcode) and password (8-digit birthdate).
Materials ordered through OPAC are processed from Monday to Friday until 6 PM. Orders placed before 5:30 PM (weekdays) can be picked up after approx. 30 min. Orders placed afterwards will be available at 9:00 AM the following day.
Exceptions:

- Orders from the secondary holdings at the Universitätsstrasse location (AMWIWI) will be available the following weekday at approx. 1 PM.
- Orders from the secondary holdings at the Lahnberge location (AMLB) will be available the following weekday approx. 3:30 PM.

Orders from the ZB location will be available for pickup till midnight of the following week-day. Orders from the secondary holdings have to be picked up inside of 3 weekdays.

Library Tours

Every Wednesday at 2:15 PM a general tour of the library is offered by members of our staff. It is designed to give an overview of the library’s functions and services. At the be-ginning of each semester there are additional tour times. Meeting point for the tour is in the entrance hall of the library. For the duration of the tour you are asked to deposit coats, jackets, bags, rucksacks, etc. in one of the available lockers (for which a 2,- € coin, as a deposit, is necessary).

Important Fees

Subject	Determination base	Fees in €
Collection letter for fines	Per material unit	
1. Fine		3,00
2. Fine		+3,00
3. Fine		+6,00
Policy for damaged or lost media, plus expenses for repair, reconstruction or replacement	Per material unit	11,00
Replacement cost for lost wardrobe/ coat rack key: Extra expenses can occur in case the lock must be replaced		20,00
Interlibrary loan material in Germany	Per material unit or copy (up to 20 pages)	1,50

All fees are based on the following ordinances:

- die Allgemeinen Verwaltungskosten-ordnung für das Land Hessen vom 21.11.2003 (GVBI I 2003, S. 294-296)
- die Verwaltungskostenordnung für den Geschäftsbereich des Ministeriums für Wissenschaft und Kunst vom 13.12.2003 (GVBI I 2003, S. 520-523)