

## Open Stacks (1st floor)

The entrance to the open stacks is next to the circulation department. The open stacks contain around 400,000 books which can be borrowed. To locate an item you will need to know the call number.

**Example:** 18/99/11243(6) = open stacks

The book is located in the open stacks, in the section for the year 1999, and the book's number is 11243.

N.B. Call numbers before 1999 include a check digit in round brackets which should be ignored.

**Self-service:** Fetch the books you want to borrow and check them out at a circulation department desk.

## Undergraduate Collection (1st floor)

The undergraduate collection contains multiple copies of basic literature and textbooks sorted according to subject in the following disciplines:

**Law, natural sciences, preclinical medicine, psychology, philosophy, history, and literature studies.**

Only FU students can borrow items from the undergraduate collection.

The loan period is 4 weeks; renewal is not possible. One copy of each book is kept in the reading room and may be used there. The reading room copies cannot be borrowed.

Please note that a number of departmental libraries also have undergraduate collections.



OF THE FREIE UNIVERSITÄT BERLIN

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Homepage: <http://www.ub.fu-berlin.de>

## Opening Hours

**Information Center, Circulation Department,  
Open Stacks, Undergraduate Collection:**  
Mon–Fri 9–19,hrs

**Reading Room, Open Periodicals Stacks:**  
Mon–Fri 9–20 hrs.

**Documentation Center UN–EU:**

Mon–Fri 9–20 hrs.

Information desk :

Mon 14–18, Tues–Fri 10–13 hrs or by appointment:

+49 (030) 838 523 99 or e-mail: [uneu-dok@ub.fu-berlin.de](mailto:uneu-dok@ub.fu-berlin.de)

**Dissertations Department (Room 66, Ground Floor):**

Mon–Thurs 9–16, Fri 9–15 hrs.

(for submission of dissertations and theses)

Tel.: +49 (030) 838 542 76

**Alpha Service Point:**

Mon–Fri 10–20 hrs.

Copy center: assistance, sale of photocopies, cash sale of copies, Book-eye, scanning, send by e-mail, etc.



The University Library  
Borrowing, Renewing, Requesting  
User Account, Library Card, Stacks

Flyer No. **3**



## Library Card

The FU student card is also the library card. Students use their card to borrow, request and reserve items online via the Library Portal, and use the internet in the university library.

Non-FU members who are residents of Berlin or Brandenburg can also get a free library card, which is issued by the circulation department. It is also valid for the departmental libraries and Berlin or Brandenburg residents can use it to borrow items.

## Login and password

When logging on to the library account for the first time FU students enter their student registration number as user number, and their postal code plus the first letter of the street where they live as password. Other users enter the user number shown on their library card and the password they were assigned (usually their date of birth in six-digit format, DDMMYY). Library card holders should change their password after the first login by clicking on the *Change password* option in their user account.

**Forgot your password?** Go to the circulation department of the university library or of one of the departmental libraries.

## University library circulation department

Mon – Wed, Fri 10–18 Uhr, Thurs 10–19 Uhr

Garystr. 39, 14195 Berlin

Tel.: (030) 838-522 65

e-mail: [leihstelle@ub.fu-berlin.de](mailto:leihstelle@ub.fu-berlin.de)



## Handy tips: Notification by email

If you enter your e-mail address in your user account, you will be informed about requested books or interlibrary loans that are ready for collection as well as notified which items you have out on loan that are due back soon.

## User Account

In your user account you can see which items you have out on loan, when they are due back, which items you have requested or reserved as well as the status of your interlibrary loans. The user account will also tell you if you have any outstanding charges or fines.

**Loans:** Here the items you have out on loan are displayed and this is where you can renew them.

**Hold requests:** Here you can see the items you have requested or reserved that are already out on loan as well as how long items are being held for collection.

**Cash transactions:** Here you can see if you have any outstanding charges, e.g., for interlibrary loans, or overdue fines. If library users owe the university library more than € 15 m, their account will be blocked until the amount due is paid.

**Interlibrary loans:** Here you can see the status of your interlibrary loans, items requested or awaiting collection in the university library.

## Renewing items out on loan

You can renew items you have out on loan via your user account for a maximum period of 25 weeks; for interlibrary loans the maximum is 8 weeks (provided the library who has lent the item does not recall it). In the list of loaned items click on *Renew all* (or selected items). If an item cannot be renewed the reason will be displayed under *Details*.

Items from the undergraduate collection and the open periodicals stacks cannot be renewed.

Information about renewing your loans by telephone or e-mail can be found in the *Help* of the FU Catalog.

## Requesting and Reserving Items

Books or volumes of periodicals that are held in self-service **open stacks** or the **open periodicals stacks** do not have to be requested. Take the items and check them out to take home or use in the reading room.

Items that are held in the **closed stacks** have to be requested. You can either have them delivered to the circulation department or the reading room for collection.

### Same-day delivery of items from the closed stacks:

Waiting time: approx. 45 mins.

Mon – Fri from 10.00 – 15.30 hrs.;

items requested later will be ready for collection on the next library opening day as of 10.00 hrs. Items held in an external repository [Aussenmagazin] will be ready for collection the next library opening day as of 12.00 hrs.

***Requested items will be held for 5 library opening days.***

## Reserving items

Items that are out on loan can be reserved, except for books from the undergraduate collection. When the item has been returned to the library, you will be informed by e-mail or by post. You can delete hold requests yourself if the item is no longer required.



## Handy tips: Around the clock return service

Items can be returned to the university library at any time via the book drop located next to the main entrance in Garystrasse 39. Items from the book drop will be checked in on the next day that the library is open.