

Laptops

You can use your own laptop in the library. There are power sockets throughout the building. Members of the FU who have a ZEDAT email account can set up a connection to the campus network on their laptop which allows them to access the Internet and the e-resources licensed to the FU. Connection to the campus network is either via a cable or WiFi.

FU Campus Network

All of the FU's computers are connected to the campus network and can be used to access databases, e-books, and e-journals licensed to the FU. Guests and non-FU library patrons can use the computers provided in the libraries for their searches etc.

Campus Network Access via VPN or Proxy

FU members can also access the campus network from other computers provided that VPN Client or FU proxy is installed. For details visit ZEDAT at www.vpn.fu-berlin.de.

Guest Users

Patrons who are not members of the FU can use university library computers to search for items and to access e-resources. Conference participants at the FU have access to the campus network WiFi for a limited period when the conference organiser has arranged this with ZEDAT. Members of some other institutions of higher education can access the campus network of their home institution via eduroam and WiFi.

Refreshments

On the second floor is a cafeteria with vending machines where coffee, soft drinks, and snacks can be purchased.



OF THE FREIE UNIVERSITÄT BERLIN

Address: Garystr. 39, 14195 Berlin
Postfach 33 00 16



U-Bahn station: Thielplatz; Bus: 110 or M11

Tel.: +49 (030) 838 511 11
Fax: +49 (030) 838 537 38
e-mail: auskunft@ub.fu-berlin.de
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

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.



University Library Study Facilities

Work Spaces with and without Computers;
for Visually Impaired Patrons; for Groups;
Laptops

Flyer No. **5**



Working in the Reading Room

The reading room (second floor) contains standard reference works and access to e-resources. Here you can read, work and research in a quiet atmosphere.

Reading room resources must be used on site. It is possible to make copies. Most fulltext e-resources can be printed out or saved to a USB flash drive.

Get Books Delivered to the Reading Room

University Library books can be delivered to the reading room for you to pick up. Simply select Reading room as the collection location when you place your request. Rare books and special, non-circulating items can be used in the reading room only.

Guests and patrons who do not have a registered domicile in Berlin or Brandenburg can only use University Library items in the reading room. The loan period is two weeks; items on loan can be renewed.

Patrons can use their own laptops in the reading room. FU members can access the campus network either by cable or WiFi.

The quiet area in the reading room is for silent study without laptops. Please make sure your mobile phone is switched off.



Library Patrons with Special Needs

There is a carrel with assistive technology for blind and visually impaired users in the reading room. You can apply to the reading room staff for a pass to use this facility. The computer runs Windows XP with Service Pack 2 and has an automatic standard login. The computer is connected to Braille line of 80 characters via Handy Tech Modular 84, a black-and-white printer, a Braille printer, and a scanner. The OCR software is OMNI Page 11.0. There is internet access. The browser is Internet Explorer 5. The carrel contains a telephone with an external line.

There is wheelchair access to the University Library. The side entrance in Ihnestrasse 28 has parking spaces for disabled users, doors with automatic openers, and a lift to all floors that is equipped for users with special needs. There are toilets for wheelchair users on the first and second floors.

Spaces for Groups

In the open periodicals stacks (ZFM) there are large tables which can be used by groups. There is also a computer with Internet connection. The stairs to the open periodicals stacks are behind the reading room desk. There are also tables for groups in the Information Center.

Working in the Information Center

In the circulation desk and information center area there are workspaces with and without computers and tables for groups. Here you can also borrow headsets for the Visual History Archive. The librarians at the information center will be pleased to answer any questions you may have. Coaching can also be arranged by appointment. The information center will also be pleased to answer your questions by telephone or e-mail:
Tel.: (030) 838-511 11,
e-mail: auskunft@ub.fu-berlin.de.

Public Access Computers in the Library

The computers have complete access to the internet; logging on is the same as for the Library Portal (see Flyer No. 3).

In the circulation desk and information center area on the first floor there are some computers that do not require you to log on. These computers' online access is restricted to search tools and e-resources licensed to the FU.

Computer Software

The public computers do not run Microsoft programs; they have a file manager, an editor, and a simple word processing program. There are USB ports so that users can download search results or fulltexts. A viewer is installed so that Microsoft formats can be viewed. To send an e-mail save documents in the folder *Userhome*. Then you can send it as an e-mail attachment.

You can print out using an *alphacard* copycard.

New for FU members only:

There are now also computers with the same profile as those in the ZEDAT PC pool, which require the login of a ZEDAT account. On these machines you can use Microsoft Word, Powerpoint, Adobe Photoshop and a lot of other software.



Handy tips: Working on Texts in the University Library

The Library's public computers do not offer Microsoft Office programs. If you have your own laptop bring it with you to work on your texts in the University Library.

FU members with a ZEDAT account can use the public computers in the departments as well as those in the ZEDAT PC pool in the Silberlaube, which all run many programs.