

UB Essentials

Information Center (1st floor)

Tel.: (030) 838 511 11

E-mail: auskunft@ub.fu-berlin.de

Main enquiries desk. Records of the holdings of all FU libraries; computers with Internet access; electronic resources, databases, general bibliographies, library catalogs, academic calendar and timetable, courses and tutorials. All courses offered by the UB can be found in the online academic calendar of the FU Berlin (please register by phone or e-mail).

Visit the homepage of the UB for a virtual tour of the library and tutorials.

Circulation Department (1st floor)

Tel.: (030) 838 522 65

e-mail: ausleihe@ub.fu-berlin.de

Here you can borrow and return all items including interlibrary loans, acquire or renew a library card, change your password, pay fines and other charges.

Open Stacks and

Undergraduate Collection (1st floor)

Self-service: Fetch your books yourself from the open stacks and undergraduate collection, Mon–Fri 10–18, Thurs 10–19 hrs.

Closed Stacks

Request items online via the FU Catalog or Library Portal & Primo Mon–Fri 10–15.30 hrs. and items will be ready for collection within one hour. Requests submitted after these times will be ready for collection on the next library opening day. Items will be held for collection for 5 library opening days in the circulation department, and for 14 days in the reading room.



OF THE FREIE UNIVERSITÄT BERLIN

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



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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 photocards, cash sale of copies, Book-eye, scanning, send by e-mail, etc.



The University Library General Information

Flyer No. **1**



The University Library (UB)

The UB is a lending library; 95% of its holdings can be borrowed. The UB has items from all academic disciplines with a special emphasis on the humanities, social sciences, interdisciplinary works, and electronic resources.

The Library System

The library system of the Freie Universität Berlin has holdings of around 8.5 million items, which are held in the University Library (UB: 2.5 million) and 40 Departmental Libraries.

Undergraduate Collection

The collection contains a large number of multiple copies of course textbooks which can be borrowed by FU students only.

Dissertations Department

Here the dissertations and theses submitted at the FU are archived as well as a selection of theses and dissertations from other academic institutions.

Documentation Center UN–EU

The UB is an official deposit library for publications of the United Nations and the European Union.



Foto: P. Kende

Accessing Resources at the FU

Library Portal & Primo

<http://primo.fu-berlin.de>

The FU Library Portal uses the discovery and delivery tool Primo, which provides an easy to use, single point of access to the entire spectrum of the university's collections and library resources.

The user account (borrowing, requesting, etc.) is integrated.

Through the Library Portal users also can search for resources held by the Charité and the Museum für Naturkunde (Berlin Natural History Museum).

They have access to licensed or free e-resources (for example, over 1,400 databases, 400,000 e-books, 40,000 e-journals, and millions of journal articles).

Database searches

The Library Portal allows users to search sets of databases simultaneously. It also provides an overview of the free and licensed e-resources available at the FU.

Off-campus access to e-resources

Members of the FU can access licensed e-resources from home via VPN and FU account. This service is not available to guests, who need to use a computer connected to the FU campus network.

UB Essentials

Reading Room (2nd Floor)

Tel.: (030) 838 542 85

e-mail: lesesaal@ub.fu-berlin.de

The air-conditioned main reading room has 80,000 volumes of reference works organized according to subject. These resources are for use in the reading room only. There is Internet access in the main reading room, a quiet study area, private study cubicles, and a workstation for blind and sight-impaired users. Lockers and photocopiers are available.

Open Periodicals Stacks (2nd Floor)

Journals in the disciplines of humanities, law, and social sciences as of 1945, and science journals as of 1980. May be borrowed or used on site. Last issues of journals self-service.

Documentation Center UN–EU (2nd Floor)

Tel. (030) 838 523 99

e-mail: uneu-dok@ub.fu-berlin.de

Collection of publications and documents by the United Nations and the European Union as well as literature about these organizations.



Foto: P. Kende