

Trier University Library

in a nutshell

2015 edition

Introduction

Welcome to the library! In this brochure, you will find some useful information about its facilities and services.

The library is a central unit of Trier University. It provides literature and information resources for research and teaching. While its primary task is to serve the staff and students of the university, it is open to the general public as well.

The library holds more than 2.3 million media units.

Opening hours

The library is open throughout the year with the exception of public holidays.

Opening hours of the main entrance on **Campus I**:

Monday – Friday	8 – 24
Saturday	8 – 19
Sunday	11 – 15

Opening hours on **Campus II**:

Monday – Friday	8 – 21
Saturday	10 – 15

Rooms

Trier University has only one library, housing books and media for all subjects. All the library's rooms and collections are connected by passages and bridges. The only exception is reading room F, housing Earth sciences and Computer sciences. Reading room F is located on Campus II. All reading rooms are marked with distinct colors.

In the library center (Bibliothekszentrale) you will find the reference collection, the newspaper room and the reference desk on ground floor. On the first floor, there is the textbook collection (Lehrbuchsammlung) with multiple copies, and a shelf with recent acquisitions (Neuerwerbungen), showcased for one week.

A large portion of our books and journals are located in reading rooms A – F, shelved in systematic order. A smaller part is located in the stacks, in the two lower floors of the library center, shelved according to subject and sequential numbers. All areas of the library, including the stacks, are freely accessible.

Guided library tours, including a short presentation of the library catalog, begin every Wednesday at 13:00 just inside the main entrance of the library. Registration is not required. Group tours can also be arranged.

Library catalog

TRiCAT is the library's search portal. It is available on every computer in the library and on the internet (<http://tricat.uni-trier.de>). Its user interface may be switched from German to English.

TRiCAT provides four different resources that are accessible through the tabs Catalog, Database Articles, Course Readings and New in Stock within a single webpage. Therefore, you should always make sure you're on the right tab:

- The "Catalog" contains the library's holdings, books and periodicals in print or online.
- In "Database articles" you can search several millions of bibliographic records and full-text journal articles, for which access rights may have been purchased by the Library.
- Literature compiled for specific courses can be found via a search in "Course Readings".
- Click on the "New in Stock" tab to find a list of recently purchased media, sorted by year in descending order. It can be narrowed by subject and acquisitions date.

In a simple search, which is the default mode, there is one input field for entering one or more search terms. In the Catalog you may search for bibliographic data such as title keywords, author, publisher's names, shelf marks, terms from the table of contents (if available), year of publication or the ISBN / ISSN. In Database articles a full-text search is carried out.

In an advanced search there are up to three input fields depending on the search tab. Search criteria can be selected in a pull-down menu, allowing a more precise search. You can determine whether the search term can occur anywhere in the selected field or must be an exact match. Please note that subject headings in the Catalog are in German only. You may pre-select publication date, material type and language.

For each title in the results list, media type and current availability are indicated. "Available" means that at least one copy is not checked out or in process. On the right side of the results list several filters (Facetten) are displayed. You may filter results by formal (e.g. media type, availability) and content criteria (e.g. subject headings). By default, results in Database articles are restricted to titles for which full text is accessible. However, titles without full text access can also be displayed. Access to licensed resources requires a computer connected to the campus network.

The tab "Details" directs you to the complete bibliographic description of a title. Clicking on an element of the detailed display shown as a link will start another search with this element as a search term. The pull-down menu "Send to" provides options to print the information of that particular title, to send it via email or to transfer it to a reference management program. The tab "Locations" brings up a window where you can see the availability of all existing copies.

Furthermore, by clicking on the shelf mark, you are shown the approximate location on a map. If a book is checked out, you can click on the link under "Action" to put it on hold.

Shelf marks

The shelf mark (Signatur) given in the catalog denotes the location of a book in the library. It consists of a combination of letters and numbers. If the library holds more than one copy of a book, each gets an individual shelf mark.

Shelf marks beginning with a number (except 99) denote books in one of the reading rooms.

- Example of a shelf mark for a book in a reading room: 11=KP/lb378

11 (Subject code): Subject collection in a reading room,
here: Psychology, Reading room D

KP (Class mark): Subject classification,
here: Diagnostic psychology

lb (Subject identifier) and number: Location within subject class
here: specific book about psychological test theory.

On every shelf there is a label with an outline of the classification. Subject guides with a complete list of all class marks are available for each subject, as a booklet on the first shelf of a subject collection and on the library's website.

Shelf marks beginning with one or two lowercase letters denote books in the stacks.

- Example of a shelf mark for a book in the stacks: lb 12345

lb (Subject identifier) and number: Book on psychology in the stacks

Information signs indicate the location of all subject identifiers.

- Other elements of shelf marks:

- Number in brackets for Edition:
e.g.: 50 = KK / t 12345 (2) means: 2. edition

- Number after hyphen for Volume:
e.g.: 30 = CB / w 1234 - 3 means: Volume 3

- Letter after colon for additional copy:
e.g.: 711 = BP / lb 12345:c means: 3. additional copy

- Other locations:

Apart from the subject collections in reading rooms and stacks, there are some special locations:

- Textbook collection, shelf marks beginning with a "700" code
e.g. 730 = ... , Textbook for Historical studies
- Reference collection, shelf marks beginning with a "500" code
e.g. 530 = ... , Reference book for Historical Studies

- Bibliographies, shelf marks beginning with a "100" code
e.g. 130 = ... , Subject bibliography for Historical studies

Course readings

Course readings (Semesterapparate) consist of essential readings for a specific course. They are separately shelved under the name of the lecturer. In TriCAT, you can search for these books in the "Course Readings" tab. Course readings should be used inside the library. They can be checked out for short-term loan only, and you cannot make reservations.

Journal articles or chapters of books may be available in digital form as electronic course readings. For legal reasons, you may access these texts only if you are enrolled in the course.

Information

The reference desk will gladly help with all your questions about the library and information retrieval. The staff speaks English, so just ask.

It is located on the ground floor of the library center, just behind the main entrance to the left. Service hours are Monday to Friday, 8 – 20. In reading room F on Campus II, information is available Monday to Friday 9 – 17.

You may also call: **0651-201-2420**
or send an email: **auskunft@uni-trier.de**
or chat with us by clicking the green "**Live Support**" button on the library homepage.

Loan

Who may use the library?

The library is open to anyone who wants to use its resources.

All members of the university are allowed to borrow books. Non-members may use our collections in-house without registration. To borrow books, however, they have to apply for a library card first. It will be granted to all residents of Germany and the greater region of Lorraine, Luxembourg and Wallonia.

Where to register?

Students receive a student identification card called TUNIKA after enrolment. This also serves as their library card.

Non-members interested in a library card should report to the central circulation desk or the reference desk on the ground floor of the library center. An identity card with proof of address is required for registration. Persons under the age of 18 must present a letter of approval by their parents or guardian. The library card costs 25 €, to be paid at time of registration. The production of the card takes about a week. It is valid for two years and can be extended free of charge.

Students can change their address in the PORTA campus management system. The new address will be transmitted to the library automatically. Non-members should notify staff at the central circulation desk of the address change.

If you lose your library card, you should report this to the central circulation desk as soon as possible to prevent misuse. Students must also inform the registrar's office (Studierendensekretariat), staff must inform the personnel office. A replacement card is subject to charge.

What can I check out?

Most of the library's holdings are available for check out. However, there are some exceptions:

The reference collection on the ground floor of the library center (subject codes 100 to 186 and 500 to 586) and all unbound journals are not available for check out. Books in the reading rooms marked with a red label „P“, books in course readings and bound volumes of periodicals are available for short-term loan only.

Books on archaeology (subject code 32, reading room A), art history (subject code 33, reading room A) and legal science (subject codes 05, 60, 61, reading room C) may be borrowed by faculty staff only.

Rare books (subject code 99), CD-ROMs, DVDs and microforms are not freely accessible and can be reserved in TRiCAT. Microfilms and archived newspapers can be requested with a call slip at the central circulation desk. Reserved materials can be collected on the next working day. CD-ROMs and DVDs may be checked out, rare books and microforms can only be used inside the library.

Where and when can I check out?

Books can be checked out and returned at any of the library's six circulation desks, except interlibrary loans which can only be checked out and returned at the central circulation desk in the library center or the circulation desk in reading room F. You will get a receipt for all transactions.

All books taken out of the library are scanned at the circulation desk. If you have brought in a book that you have already checked out, this scan does not change the existing check out period.

Last checkout for books from reading rooms or stacks is 15 minutes before closing time.

Reservations and interlibrary loans can be collected at the central circulation desk Monday to Friday 8 – 20.45, Saturday 8 – 18.45 and Sunday 11 – 14.45.

Reserving a book

You can check the availability of a book in TRiCAT. If a book is checked out, you may reserve it. To do this, you have to be logged in. Click on "Locations" (Standorte), then on "Hold" (Vormerkung). Books with status "Bestellt" (on order), "In Bearbeitung" (in

process), "Neuerwerbung" (recent acquisition) or "Buchbinder" (at bookbinder) are not yet available, but can also be reserved. Books with status "Dauerleihgabe" are on long-term loan and cannot be reserved.

You will be notified by email as soon as a reserved book is available. You may pick it up at the central circulation desk or in reading room F within one week after notification. This time limit cannot be extended. After it expires, the book will be given to the next reservation in line or it will be re-shelved.

If you reserve a book, you may specify a date after which you are no longer interested. The reservation will be automatically cancelled at that time. This date cannot be changed afterwards, so be cautious.

Checkout period

The normal checkout period is four weeks (Normalausleihe). The end date of this period is printed on your receipt.

If you need a book longer than four weeks, you don't have to request a renewal. The checkout period is extended automatically for up to eight more weeks. However, if somebody makes a reservation for an item during this period, you are notified and must return it within seven days. If you fail to return a reserved book in time, you must pay an overdue fee. Furthermore, you will not be allowed to check out other books, as long as overdue books have not been returned.

If there is more than one reservation for a book, a reduced checkout period of two weeks applies.

After twelve weeks maximum, a book must be returned to the library. It may be checked out again if there is no reservation.

If you lose or damage a borrowed book, please notify staff at the central circulation desk. The book will then be replaced at your cost.

Short-term loan

Books with a red label „P“, course readings, books on theology (subject code 80) and bound volumes of periodicals can be borrowed on short-term loan (Kurzausleihe).

Checkout is possible from 19.00 on Monday to Thursday, and all day on Friday to Sunday. On days before public holidays, short-term loan starts at 8.00.

Books on short-term loan must be returned on the next working day. Consecutive short-term loans are not possible, as all returned books will be re-shelved.

Short-term loan is not possible for subject codes 01, 05, 32, 33, 60, 110 – 186, 500 – 586 and unbound issues of periodicals.

Status of your account

You can check the status of your account, including all loans, returns, reservations and unpaid fees, in TRiCAT. Select the "My space" tab after log-in. If your account is locked, a reason is given.

Password

The user number consists of nine digits and is printed on your TUNIKA or library card. It gives you access to the library's search portal TRiCAT, to interlibrary loan and databases. To log in to TRiCAT, click on the link on the upper right side of its home screen.

Your default password is your birth date in DDMMYY format. For example, if you were born on April 1, 1990, your password will be 010490.

For security reasons you may want to change your default password. If you forget your password after you have changed it, you should report to the central circulation desk. For security reasons, we will not reset your password over the phone.

Return by mail

If you are not in Trier when a book is due, you may return it by mail. The address is: Universitätsbibliothek Trier, Zentralschalter, Universitätsring 15, 54296 Trier.

Please take postal delivery time into account to avoid an overdue fee.

Overdue fee

Loans are free of charge. However, there is an overdue fee if you fail to return books in time.

2 € per item, per week

1,50 € per item on short-term loan, per business day

If you don't respond to emails, you will receive a registered letter, for which you have to refund the postal charge.

If your debt exceeds 10 € or has not been paid for 6 months, your account will be temporarily locked. As a result, you will not be able to borrow more books. Existing loans will not be affected.

Library fees can be paid at pay machines, which are located in the library center near the main entrance, and in reading room F. You may use either the electronic purse on your TUNIKA or your EC card. In most cases your account will be unlocked automatically after payment. If you have paid fees due for more than 6 months, your account must be unlocked by library staff. Please show your receipt at the central circulation desk.

Email notification

The library sends all notifications by email. You will receive messages about all reservations ready to be picked up. If a book is due, you will receive a notice, and there will be reminders for overdue books.

Notifications will be sent to your university email address by default. Non-members may enter an email address of their choice in TRiCAT.

Where to resolve problems?

In case of an issue concerning loans and fees, please contact our complaint manager (Reklamationsstelle).

Monday, Tuesday, Thursday, Friday 9.30 – 12.30, Wednesday 13 – 16. Room BZ 103. Phone: 0651-201-2405. Email: reklamation@uni-trier.de

Copying machines and scanners

Copying machines are available in all reading rooms. It is advisable to use your TUNIKA or library card to pay for photocopies, as coin-operated machines are more expensive. You can load money on your card at machines (Kopienaufwerter) in library center near the main entrance, in reading rooms B and F, and in buildings C and E.

In all reading rooms scanners are provided for self-service. These scanners for paper size DIN A4 may be used free of charge by all members of the university. Scans can be saved to network drive or USB flash drive, burned on CD or sent by email.

Scanners for paper sizes up to DIN A2 and microforms are located in room BZ 2c, on first floor of the library center. One of these scanners can be used by non-members who bring their own USB flash drive. It is also possible to have books scanned by library staff for a fee.

Computer rooms

The library has five computer rooms with internet access and network printers: BZ 11 (training classroom, 15 computers), BZ 37 (86 computers), BZ 37o (15 computers), C 106d (59 computers) and F 41d (13 computers).

These computers are for use by students and staff of the university only. To log in, you will need a login name and password provided by the computing center (ZIMK).

A whiteboard is available for presentations in B 103. It can be used free of charge, reservations are possible.

Databases

The library has a database information system named DBIS, listing available databases. All databases can be accessed inside the library. Members of the university can access most of these databases off campus as well, using a virtual private network connection. More information on database access is available on the library's homepage or at the reference desk.

In many databases, bibliographic information is linked to library holdings. A green button provides a link to the full text, if the library has access rights. To find out if a journal is available online, you may also check EZB, the electronic journals database. If the library does not hold the electronic or print version of a publication, you can order it by interlibrary loan.

The university has licensed Citavi, a literature management system. It can be used by all members of the university free of charge. More information about Citavi is available on the library homepage.

Interlibrary loan

Books and journal articles not held in Trier can be ordered by interlibrary loan. You will need your user number and password to place an order.

Some materials are excluded from interlibrary loan: Electronic resources, B.A. and M.A. theses, norms, patents and loose-leaf publications. Most libraries do not send complete issues or bound volumes of periodicals, so each article should be ordered separately.

You may check the status of your order online. As soon as your order arrives, you will be informed by email.

As a service fee, students pay 1,50 €, faculty staff and external customers pay 3 € per order. This is due regardless of whether the item can be delivered or not.

There may be restrictions imposed by the delivering library, e.g. use in reading room only, prohibition to make photocopies or reduced checkout period.

The checkout period of books through an interlibrary loan cannot be extended.

Library rules

You may not bring coats and bags into the library. There are lockers in front of all entrances. You should bring your own padlock to store your belongings securely. Suitable padlocks may be bought at the cafeterias for a price of 6 €.

Baskets to carry your books etc. inside the library are provided near all entrances.

Food consumption is not allowed in the library.

You may bring drinks in reclosable plastic or metal bottles. Glass bottles are not permitted. Please take care that books and furniture are not damaged by stains.

Smoking is strictly forbidden in all areas.

Please abstain from loud conversations and avoid disturbing other people in any way.

Mobile phones should not be used in the library. Please turn off all ring tones and alarms before entering.

Please return books to their correct shelf location after you have finished using them.

The full text of library statutes (Bibliotheksordnung) is available on our website and as a printout on a bulletin board near the textbook collection in the library center.

Facts and figures

Foundation: The library was founded in 1970 at the same time as the reestablished university. Until 1977, it was housed in the rooms of what is now the Polytechnic at Schneidershof. It was gradually transferred to its present location at Tarforst. The move was finished in 1983. From 2002 until 2007, the whole building was entirely renovated.

Dimensions: 20.191 m² in five interconnected buildings and a supplementary reading room, opened in 2006. Capacity of 61.026 shelf meters. There are 1359 seats for readers.

Opening hours: 95 hours per week: Monday - Friday 8 - 24, Saturday 8 - 19, Sunday 11 - 15. The library is closed on public holidays.

Library staff: 87

Budget (2014): 1.328.488 € for book acquisition and bindings, 149.550 € for other projects.

Holdings (2014): 2.334.617 media units: 1.327.999 monographs, 339.239 volumes of periodicals, 160.257 Microforms and 507.122 e-books. The library also owns 803 papyri and a collection of Japanese and Chinese woodcuts.

Annual accession (2014): 19.771 monographs, 3.415 volumes of periodicals, 132 microforms and 9.791 e-books. The library subscribes to 3.361 journals and 29 newspapers.

Use (2014): 12.012 active users, 300.866 loans, 32.705 reservations.

Important addresses and phone numbers

Postal address:

Universitätsbibliothek Trier, Universitätsring 15, D-54296 Trier

Internet:

<http://www.ub.uni-trier.de>

Phone numbers and Email addresses:

Head librarian's office:

0651/201-2496, Fax: 0651/201-3977 bibliothek@uni-trier.de

Reference desk:

0651/201-2420 auskunft@uni-trier.de

Exhibitions, Public relations:

0651/201-2460, Mr. Gottheiner gottheiner@uni-trier.de

Electronic journals, Databases:

0651/201-2477, Mrs. Stemmler stemmler@uni-trier.de

Acquisitions department:

0651/201-2483, Fax: 0651/201-3937,
Mrs. Bierwisch bierwisch@uni-trier.de

Interlibrary loan:

0651/201-2406, Fax: 0651/201-3837 fernleihe@uni-trier.de

Library tours:

0651/201-2490, Mr. Müllenbruck muellenb@uni-trier.de

Complaint management:

0651-201-2405 reklamation@uni-trier.de

To get in touch with a subject specialist, please have a look at the library homepage or ask a reference librarian.

Book locations

01	Universal bibliographies	BZ : Ground floor
03	European Documentation Center	BZ : Ground floor
04	General periodicals, Information center	B : 1. floor (recent issues: BZ : Ground floor)
05	General periodicals	B : 1. floor
05	Legal science	C : 1. floor
06	Parliamentary papers (D, F, GB, UN)	B : 2. floor
09	Library and Information science	BZ : Gallery East
10	Pedagogy	B : 2. floor
11	Psychology	D : 1. floor
12	Philosophy	B : 2. floor
14	Nursing Science	D : 1. floor
20	General language and literature	A : 1. floor
21	Media studies	BZ : Gallery West
22	Classical philology	A : 2. floor
23	Romance studies	B : 1. floor
24	German studies	A : 1. floor
25	English and American studies	B : 1. floor
26	Slavic studies	A : 1. floor
27	East Asian studies	A : 2. floor
30	Historical studies	A : 1. floor
31	Ancient history	A : 2. floor
32	Archaeology	A : 2. floor
33	Art history	A : 2. floor
34	Egyptology	A : 2. floor
35	Byzantine studies	A : 2. floor
38	Political science	A : 1. floor
39	Sociology	BZ : 1. floor
44	Map collection	F : Ground floor
45	Earth sciences	F : Ground floor
48	Special collection Urban and Transportation planning	F : 1. floor
50	Economics	BZ : 1. floor
55	Mathematics	E : 1. floor
60	Legal science	C : 1. floor
61	Legal science	C : 1. floor
70	Sports science	BZ : Gallery West
72	Computer science	F : Ground floor
80	Theology	E : 1. floor
82	Digital humanities	A : 1. floor
84	Galician studies	B : 1. floor
85	Lusitanian studies	B : 1. floor
86	Canadian studies	B : 2. floor
110-180	Subject bibliographies	BZ : Ground floor
201	Language learning materials	Sprachzentrum
311-341	Greek-Roman Egypt	Forschungszentrum

500-580	Reference collection	BZ : Ground floor
710-760	Textbook collection	BZ : 1. floor
745, 772	Textbook collection	F : Ground floor
811	Arye-Maimon-Institut für Geschichte der Juden	DM 223
812	Caspar-Olevian-Bibliothek	DM 149b
813	Psychobiology	Johanniterufer 15
815	Rare books Egyptology	Forschungszentrum
817	Frauenbüro	DM 39
818	Institut für Deutsches und Europäisches Wasserwirtschaftsrecht	F 38
819	Institut für Cusanus-Forschung	Domfreihof 3
820	Historisch-Kulturwissenschaftliches Forschungszentrum (HKFZ)	DM 309
821	Institut für Strafprozess- und Polizeirecht	H 545
822	Poliklinische Psychotherapieambulanz	D 202
911	Institut für Rechtspolitik	Im Treff 24
912	Autonomes Schwulenreferat	Studierendenhaus
913	Autonomes Frauenreferat	Studierendenhaus
914	AStA-Referat für Antirassismus	Studierendenhaus
915	AStA-Referat für Ökologie	Studierendenhaus
916	AStA-Referat für Politische Bildung	Studierendenhaus