

# The Library in a Nutshell

2024 Edition

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## Introduction

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

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

The library currently holds more than 2.7 million media items.

## Opening Hours

The library is open all year round except public holidays and the closure between Christmas and New Year. The opening hours on Campus I are

Mon – Fri	8.00 – 00.00
Sat	8.00 – 19.00
Sun	11.00 – 15.00

These times refer to the main entrance of the library, which is the first to open and the last to close. The other entrances open and close at different times, which are posted on the doors.

The opening hours of reading room F on Campus II are

Mon - Fri	8.00 – 21.00
Sat	10.00 – 15.00
Sun	closed

## Locations

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 Spatial and environmental sciences and 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 weekly.

Most of the literature is freely accessible in reading rooms A to F and shelved in systematic order. A smaller part of the collection is in the stacks, which are also accessible to everyone

during opening hours. The books in the stacks are shelved by subject and sequential number, but not systematically. Only a small number of particularly valuable books must be ordered in advance.

## **Library Catalog**

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

TRiCAT provides three different resources:

- 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".

### Simple search

In a simple search, which is the default mode, there is one input field for entering one or more search terms. Adding search terms will narrow down your search results. You may search for bibliographic data such as title, subject headings, author, publisher, year of publication, ISBN / ISSN and shelf marks.

### Advanced search

In an advanced search there are two input fields by default, up to five can be added. Search criteria can be selected from a drop-down menu. You can also determine whether the search term can occur anywhere in the selected field or must be an exact match. You may pre-select publication date, material type, language, and date range.

### Index search

An index search for the Catalog is available from the main menu bar, allowing you to scroll through alphabetically sorted lists. You may select the "Title", "Author" or "Subject" index from a pull-down menu.

### Results list

In the results list, the first ten results of your search are displayed by default. To see more titles, you can browse the list page by page. On the left side of the results list you can change the sorting order via a pull-down menu. You may also filter results by different criteria, e.g. media type, availability, 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.

For each title in the Catalog, its media type and current availability are indicated. "Available" means that at least one copy is not checked out or in process. If there are multiple versions of a title, please click on it to see other editions.

After you click on a title in the results list, the "Details" section will contain the full bibliographic description. All elements that are shown as links can be used for a new search by clicking on them. In this section you will also find links to individual volumes of multi-volume works or series, if applicable. Only by clicking on these links you can find out where these volumes are located and whether they are available.

The section "Send to" provides options to print the information, send it via email or to transfer it to a reference management program.

In the "Locations" section you can see the availability of all existing copies as well as current loans and reservations, if applicable. By clicking on "View location" you are shown the approximate location on a map. If a title is available more than once, you may have to click on "Show more items" to display them all. In case a book is on loan, and you are logged in, you can make a reservation by clicking on the "Reserve" link.

For many titles, digitized tables of content are available in the "Links" section.

## **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: lb12345

**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/t12345**(2)** means: 2. edition
  - Number after hyphen for Volume:  
e.g.: 30=CB/w1234-**3** means: Volume 3
  - Letter after colon for additional copy:  
e.g.: 711=BP/lb12345:**c** means: 3rd 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. Course readings should be used inside the library. They can be checked out on short-term loan only and cannot be reserved.

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. 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 Thursday 9 – 18, and Friday 9 – 16. In reading room F on Campus II, information is available Monday to Thursday 9 – 17, and Friday 9 – 13.

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 contact 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. The library card is subject to a fee, to be paid by debit card or credit card at the time of registration. Please note that it takes about a week to produce the card. It is valid for two years and can be extended free of charge.

Students can change their address in PORTA, the 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 on archaeology (subject code 32, reading room A), art history (subject code 33, reading room A) and legal science (subject code 60, reading room C) may be borrowed by faculty staff only.

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.

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 circulation desks, except for 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. To check out a book, you must present your TUNIKA or library card.

All books taken out of the library are scanned at the exit. 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. You may also choose reading room F as your pick-up point.

## 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. 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 within two weeks 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 then be cancelled automatically.

### Checkout period

The guaranteed checkout period is two weeks. The end date of this period is printed on your receipt.

If you need a book for longer than four weeks, you do not have to request a renewal. The checkout period is extended automatically up to the maximum loan period of 12 weeks. However, if somebody makes a reservation for an item during this period, you are notified and must return it within two weeks. If you fail to return a reserved book in time, you have to pay an overdue fee. Furthermore, you will not be allowed to check out other books until overdue books have been returned.

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, and you will be charged the price of the book plus an additional processing fee.

### Status of your account

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

### Password

To log in to TRiCAT, click on the link on the upper right side of its home screen. Students and staff can log in with their account provided by the university's computing center (ZIMK).

For external customers, the user number consists of eight digits and is printed on your library card. It gives you access to the library's search portal TRiCAT, to interlibrary loan and databases. Default password is your birth date in DDMMYYYY format. For example, if you were born on April 1, 1990, your password will be 01041990. 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 fees

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

- 2 € per item on normal loan, per week
- 1.50 € per item on short-term loan, per working day

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

If your debt exceeds 10 € or has not been paid for over 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 (TUKAN), which are in the library center near the main entrance, in reading room B and in front of the entrance to reading room F. You may use either the electronic purse on your TUNIKA, your debit card (V Pay) or credit card. In most cases your account will be unlocked automatically after payment. However, if you have paid fees due for over 6 months, your account must be unlocked by library staff. Please show your receipt at one of the circulation desks.

### 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 an advance 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").

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

## **Copy machines and scanners**

Copy machines are available in all reading rooms, except reading room D. To pay for photocopies, you have to load credit balance onto your TUNIKA or library card. This can be done at all pay machines (TUKAN) on campus.

Only copies in DIN A4 format are possible. Color copies can only be made on two machines in reading rooms B and F, respectively.

In case of an issue with copy machines, please contact the service desk of the computing center (ZIMK) in room E 43a.

Self-service document scanners are provided in all reading rooms. They can be used free of charge. Scans can be saved onto a USB flash drive, which you have to bring with you.

## **Computer rooms and Group work rooms**

The library has four computer rooms with internet access and network printer connectivity: BZ 37l (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). Printouts are possible via the DocuPRO printing system.

The number of free seats is displayed on information screens at the main entrance and in reading room B.

There are more than 30 group work rooms in the library. A smartboard is available in room B 103 and a wireless presentation system (BibBox) in room A 102. Students and staff can reserve group work rooms online. This must be done at least one day in advance. If there is no reservation for a room, it can be used on a first-come, first-served basis.

A lounge area (BibTop) for up to eighty persons is located on the 2nd floor of the library center. It is well suited for reading, relaxing or having a drink or snack from the vending machines.

## **Databases**

The library has a database information system named DBIS, listing available databases. All databases can be used 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 digital library DigiBib is available for searching local, regional, and international library catalogs.

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's homepage.

## **Interlibrary loan**

Books and journal articles not held in Trier can be ordered by interlibrary loan. To place an order, students and staff will need to log in with their university account, while external customers log in with the eight-digit number printed on their library card, just as in TRiCAT.

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

Exact delivery time depends on the supplying library. You may check the status of your order online. As soon as your order arrives, you will be informed by email and can pick it up within 14 days.

Each order has a service fee of 1.50 € for students or 3 € for faculty staff and external customers. This fee 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.

Please note that the checkout period of books delivered by interlibrary loan cannot be extended.

## **Library rules**

You may not bring bags into the library; this also applies to notebook sleeves. There are lockers in front of all entrances. You should bring your own padlock to store your belongings securely.

Baskets to carry your working materials inside the library are provided near all entrances. When leaving the library, they must be presented for inspection.

It is not allowed to bring food into the library.

You may bring drinks in reclosable plastic or metal bottles. Glass bottles are not permitted for safety reasons. Please take care that books, furniture and carpets are not damaged by leaking liquids.

Smoking is strictly forbidden in all areas.

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

Cell phones should not be used for calls within the library. Please turn off all ring tones and alarms before entering the reading rooms.

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 (<https://www.uni-trier.de/bibliothek/a-z/b/benutzungsordnung>) and as a printout on a bulletin board near the textbook collection in the library center.

## **Data protection**

The library collects and uses data exclusively within the framework of the provisions of the General Data Protection Regulation (GDPR) of the European Union and the data protection law of the federal state of Rhineland-Palatinate, and only for the fulfillment of requirements related to the provision of library services.

Privacy information can be found at:

<https://www.uni-trier.de/bibliothek/a-z/d/datenschutz>

## 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:* 20.649 m<sup>2</sup> in five interconnected buildings and a supplementary reading room, opened in 2006. Capacity of 61.026 shelf meters. There are 1542 seats for readers, 220 of which are in computer pools.

*Opening hours:* 95 hours per week: Monday to Friday 8 - 24, Saturday 8 - 19, Sunday 11 - 15. The library is closed on public holidays and between Christmas and New Year.

*Library staff:* 88

*Budget (2023):* 1.396.944 € for acquisition and bindings, 110.142 € for other projects.

*Holdings (2023):* 2.726.395 media units: 1.381.226 books, 346.887 volumes of periodicals, 161.510 microforms and other media, and 836.772 ebooks.

The library also owns 1.100 papyri and a collection of Japanese and Chinese woodcuts.

*Annual accession (2023):* 5.873 books, 1.751 volumes of periodicals, 107 other media and 34.092 ebooks. The library subscribes to 1.756 journals and 17 newspapers. It provides access to 62.892 electronic journals.

*Use (2023):* 15.435 registered users, 101.905 loans (without renewals), 3.951 reservations. 6.530 items were received by interlibrary loan, 6.625 items were lent to other libraries.

## Important addresses and phone numbers

### *Postal address:*

Universitätsbibliothek Trier, Universitätsring 15, D-54296 Trier

### *Internet:*

<https://www.uni-trier.de/bibliothek>

### *Phone numbers and Email addresses:*

#### Head librarian:

0651/201-2496, Mrs. Schirra

[bibliothek@uni-trier.de](mailto:bibliothek@uni-trier.de)

#### Reference desk:

0651/201-2420

[auskunft@uni-trier.de](mailto:auskunft@uni-trier.de)

#### Exhibitions, Public relations:

0651/201-2489, Mr. Niemietz

[niemietz@uni-trier.de](mailto:niemietz@uni-trier.de)

#### Acquisitions department:

Books: 0651/201-2483, Mrs. Wessel

[monos@uni-trier.de](mailto:monos@uni-trier.de)

Journals: 0651/201-2485

[zeitschrift@uni-trier.de](mailto:zeitschrift@uni-trier.de)

#### Interlibrary loan:

0651/201-2406, Mrs. Wiggershaus

[fernleihe@uni-trier.de](mailto:fernleihe@uni-trier.de)

#### Library tours:

0651/201-2463, Mr. Müllenbruck

[muellenb@uni-trier.de](mailto:muellenb@uni-trier.de)

#### Complaint management:

0651-201-2405, Mrs. Hintzen

[reklamation@uni-trier.de](mailto:reklamation@uni-trier.de)

To contact 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
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	Spatial and environmental sciences	F : Ground 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	BZ : 1. 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
96	Collection Langguth	BZ : Ground floor
110-180	Subject bibliographies	BZ : Ground floor
201	Language learning materials	Media center, B 311
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
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
821	Institut für Strafprozess- und Polizeirecht	H : 545
822	Poliklinische Psychotherapieambulanz	Am Wissenschaftspark
823	Institut für Recht und Digitalisierung	H : 6. floor
824	Grundschulzentrum	D 412
911	Institut für Rechtspolitik	Im Treff 24
912	Autonomes Referat für schwule, trans* und queere Identitäten	Studierendenhaus
913	Autonomes queer-feministisches Frauenreferat Frauenreferat	Studierendenhaus
914	AStA-Referat für Antirassismus	Studierendenhaus
915	AStA-Referat für Nachhaltigkeit	F 74
916	AStA-Referat für Politische Bildung	Studierendenhaus
917	AStA-Referat für ausländische Studierende	Im Treff 17
918	AStA-Referat für Behinderte und chronisch Kranke	A 6a
919	Initiative interdisziplinäre Antisemitismusforschung	DM 033