UNIVERSITÄT TRIER | Universitätsbibliothek

How to use the guest card:

information for guest card holders

Last update: January 2026

Overview:

1. General information about the *guest card*
2. The functions of the *guest card*
3. Further offers: copy, scan, rara reading room
4. Use of the online offers for external customers
5. Online interlibrary loan with the *guest card*

Information for…

- Information for guest students and senior students
- Information for pupils and trainees
- Information for students from other universities
- The VisitorCard

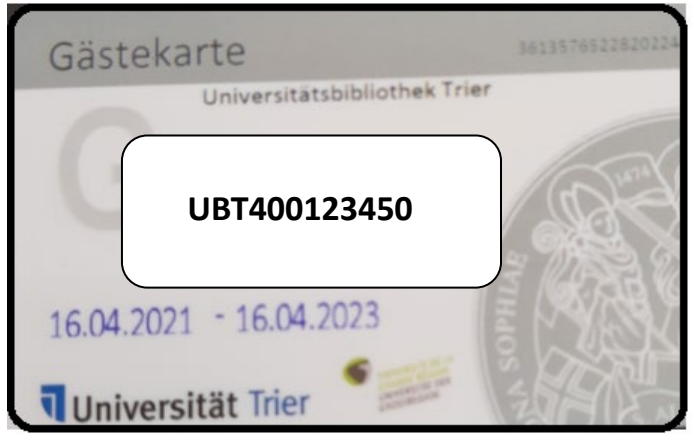
Where can I find help?

Hello! We are all users of the university library!

Not only students can use the services of the library!

We present you the library's ***guestcard*** and its functions!

1. General information about the *guest card*: one card for different applications



Borrow media from the university library and reserve them, view the user account

Payment function for mensa, cafeteria

Access to e-books, e-journals and databases within the library

All information about using both the library and *guest card* can be found at the library website (https://www.uni-trier.de/bibliothek) → click in the menu on **A-Z** → select **Gästekarte**

Here you will find information about the functions of the *guest card* as well as a registration form to print out. Please bring the completed form and your identity card with the current address. Persons from non-EU countries can obtain a guest card if they are still staying in Germany **for at least 3 months**. The *guest card* can be applied for at the central circulation desk in the entrance area of the library or at the information desk.

UNIVERSITÄT TRIER

Bibliothek

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Bibliothek > A - Z > G > Gästekarte

zurück zur Übersicht

Gästekarte

Personen, die nicht der Universität angehören, können eine Ausleihkarte beantragen, die sowohl technisch wie im äußeren Erscheinungsbild der TUNIKA angeglichen ist. Mit der Gästekarte können Sie ausleihen, Ihr eigenes Ausleihkonto einsehen, ausgeliehene Bücher vormerken und die Online-Fernleihe nutzen. Außerdem enthält die Karte eine elektronische „Geldbörse" zur Zahlung von Bibliotheksgebühren, Kopien an den Kopierern in der Bibliothek und für Essen in der Mensa. Die Gästekarte ermöglicht keinen Internetzugang in den PC-Pools oder über WLAN und keinen Zugriff auf lizenzierte Datenbanken von außerhalb der Bibliothek.

Die Gästekarte kann nur persönlich beantragt werden: Bei der Auskunft im Erdgeschoss der Bibliothekszentrale oder, falls diese nicht besetzt ist, am Zentralschalter der Bibliothek.

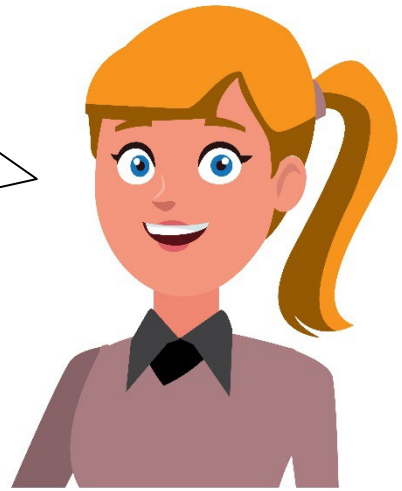
Das **Anmeldeformular** kann vorab als PDF-Datei heruntergeladen, am Bildschirm ausgefüllt und ausgedruckt mitgebracht werden.

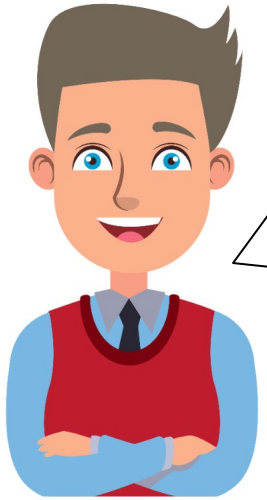
TOP-LINKS

- Reservierung Gruppenräume
- TRiCAT (Bibliothekskatalog)
- Datenbanken (DBIS)
- Elektronische Zeitschriften
- Digitale Bibliothek (DigiBib)
- OPUS (Publikationsserver)
- Digitalisierungsprojekte

Payment of the production fee (depending on the user group) is possible at a TUKAN vending machine, e.g. in the library center in the entrance area. Please use the EC-card function. The production of the *guest card* takes about 1 week.

Please also note the instructions „Anleitung" in the A-Z entry under „Gästekarte“ on how to pay for the *guest card*





I have just picked up my *guest card* at the central circulation desk. Convenient that you are notified by e-mail when it is ready!

Now you can start with the literature search!

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2. The functions of the *guest card*

The library can be used by anyone with an academic interest.
If you would like to borrow media and use other library services, you can apply for a *guest card*.

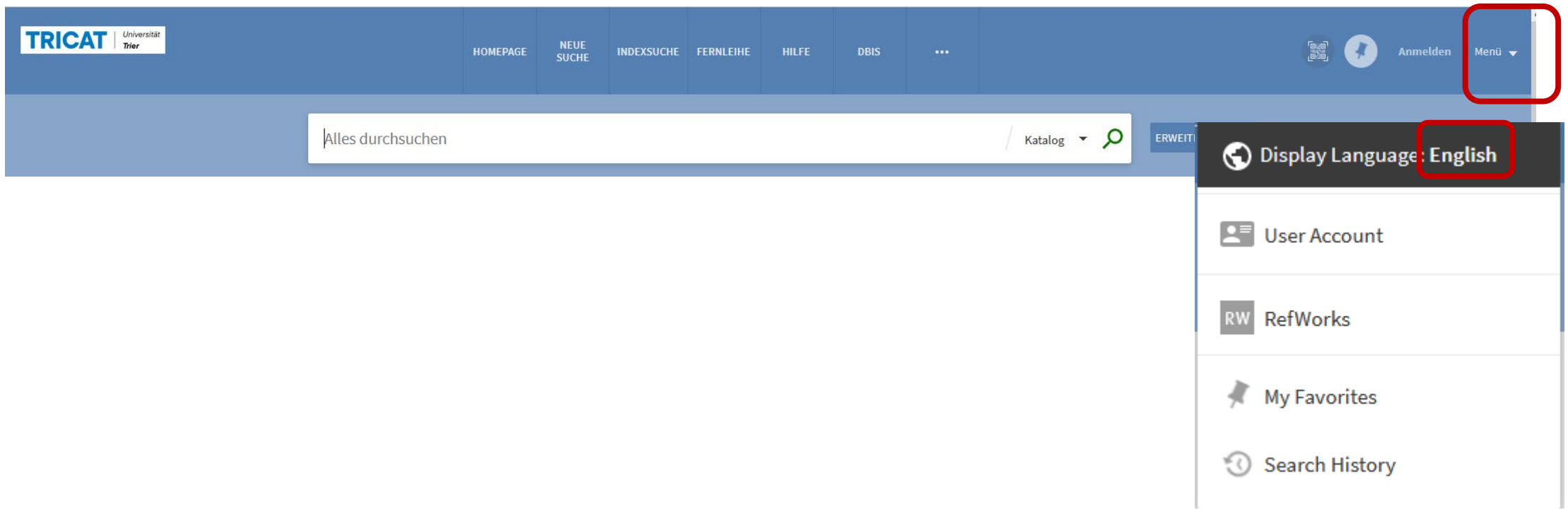
With the integrated electronic "wallet" you can pay for
library fees and for meals in the cafeteria.

You can also view your own user account, reserve borrowed books and use the online interlibrary loan service.

However, the *guest card* does not allow you to access the internet in the PC pools or the university's wifi and does not allow access to licensed databases from **outside** the library.

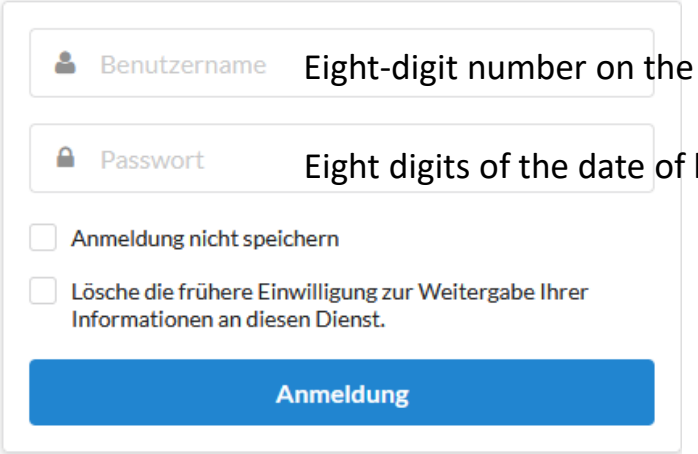
To use the search portal TRiCAT, select one of the links at the University Library homepage. The literature search is possible without registration. To reserve borrowed literature and to view your own user account, please log in to TRiCAT.

On any TRiCAT page you can change the language setting in the upper right corner under „Menu“.



The user account

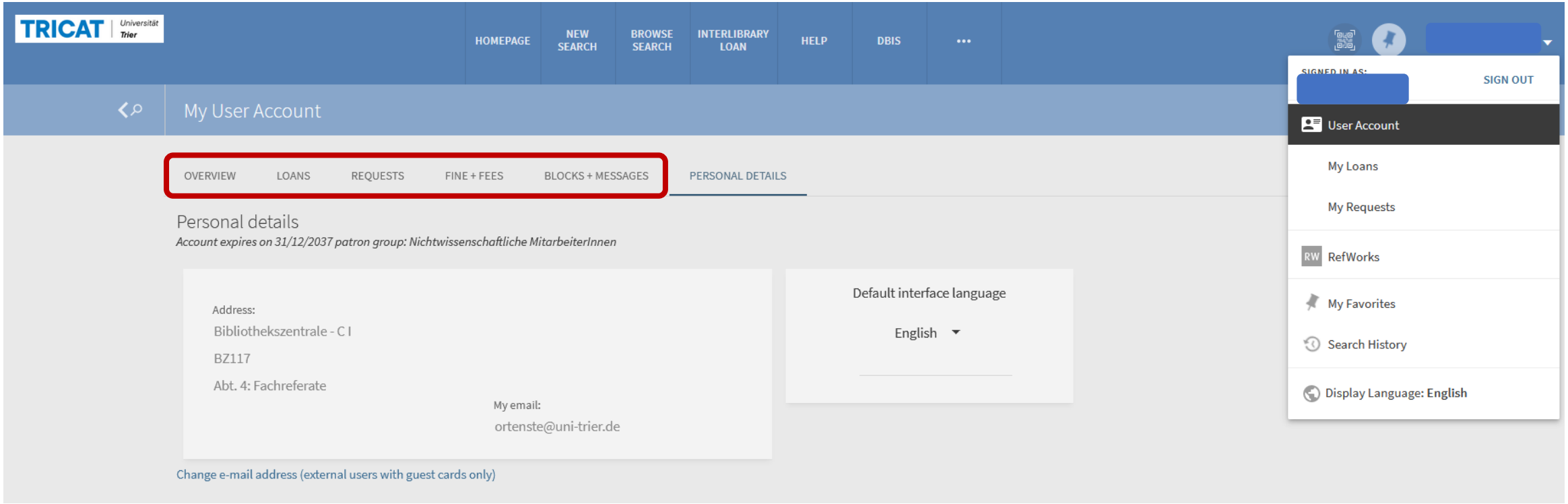
You can log in on the TRiCAT homepage. Select at the top right “Sign in" and enter the first 8 digits of the UBT number (example: 40012345) and the password.
The password is preset with your date of birth: DDMMYYYY. Example: 01041990.



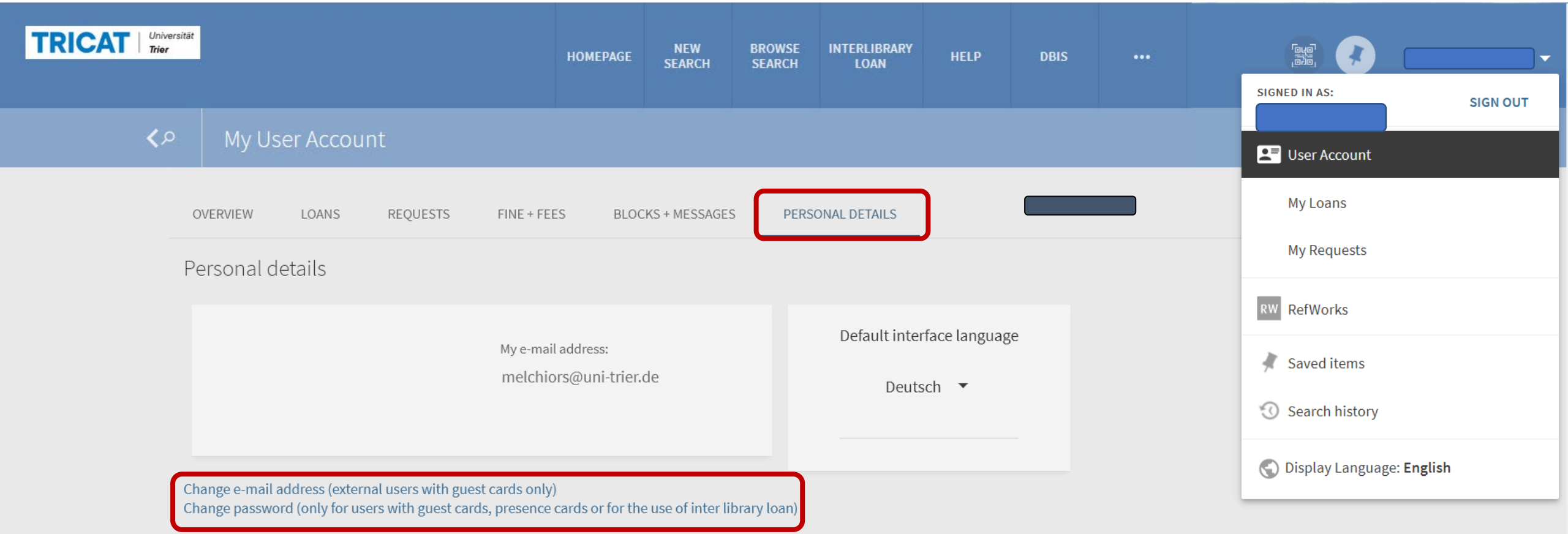
Eight-digit number on the card

Eight digits of the date of birth (TTMMJJJJ)

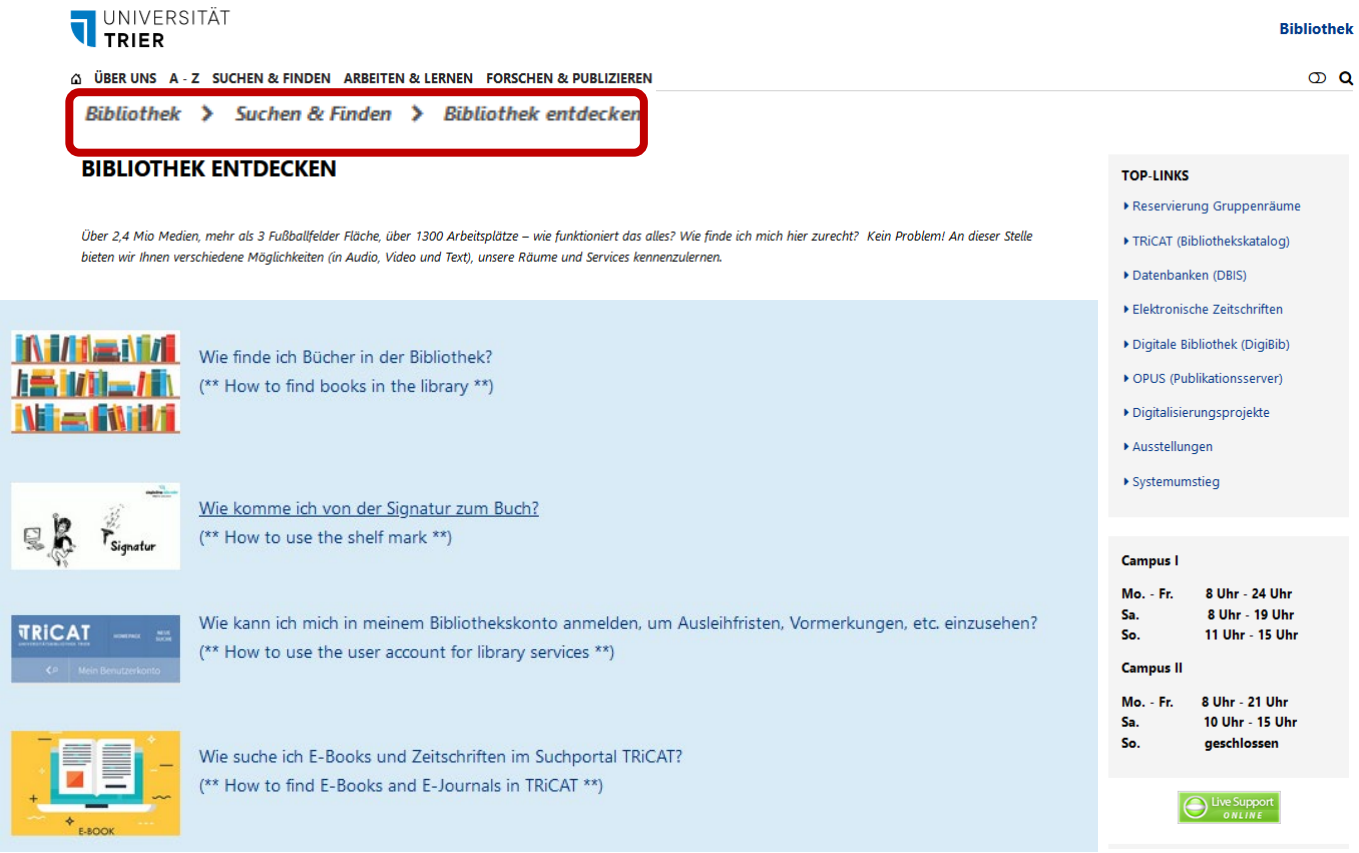
Once you have successfully logged in, you can view your borrowing account and make reservations for borrowed books. We also recommend changing the preset passwort as soon as possible.



If you would like to change your password or your email address which the library will send notifications to, you can do this in the "Personal details" section. Please report changes of address at the central circulation desk in the entrance area. If you have any questions concerning the lending service, please contact the information desk or the library's complaints department (reklamation@uni-trier.de).



Use our online tutorials at the library's homepage: "Bibliothek entdecken"
Here you will find guides in English on searching for literature in the search portal.



For your first orientation in the library, you can watch videos online on the homepage “Bibliothek entdecken” about the reading room areas in the library and reading room F in the branch on Campus II.

Räumliche Orientierung in der Bibliothek (Video)

Zielgruppe: Studierende, Externe Nutzerinnen + Nutzer, Schülerinnen + Schüler

Lernen Sie die Bibliothek im Film kennen und wandern Sie virtuell durch die Lesesäle
Hier geht es zur YouTube Playlist.

Film 1: Bibi und Thecus im Anflug auf die Bib: Warum die Bibliothekszentrale so zentral ist: Reinkommen, rauskommen, ausziehen, anziehen, ausleihen, zurückgeben, aufladen, bezahlen. Video via Panopto ansehen (Alternative zu YouTube)

Film 2: Erste Schritte in der Bib – leicht gemacht! Antworten auf Fragen, Zeitungen für den Wissensdurst, PCs zum Recherchieren, zum Surfen, zum Lernen. Video via Panopto ansehen (Alternative zu YouTube)

Film 3: Was Römer mit Scannern und Kellern zu tun haben: Wo ist Platz zum Nachschlagen, Lesen, Lernen und Entspannen alleine oder in der Gruppe? Wie erobere ich mir Lesestoff im Magazin? Wo kann ich professionelle Scans anfertigen? Video via Panopto ansehen (Alternative zu YouTube)

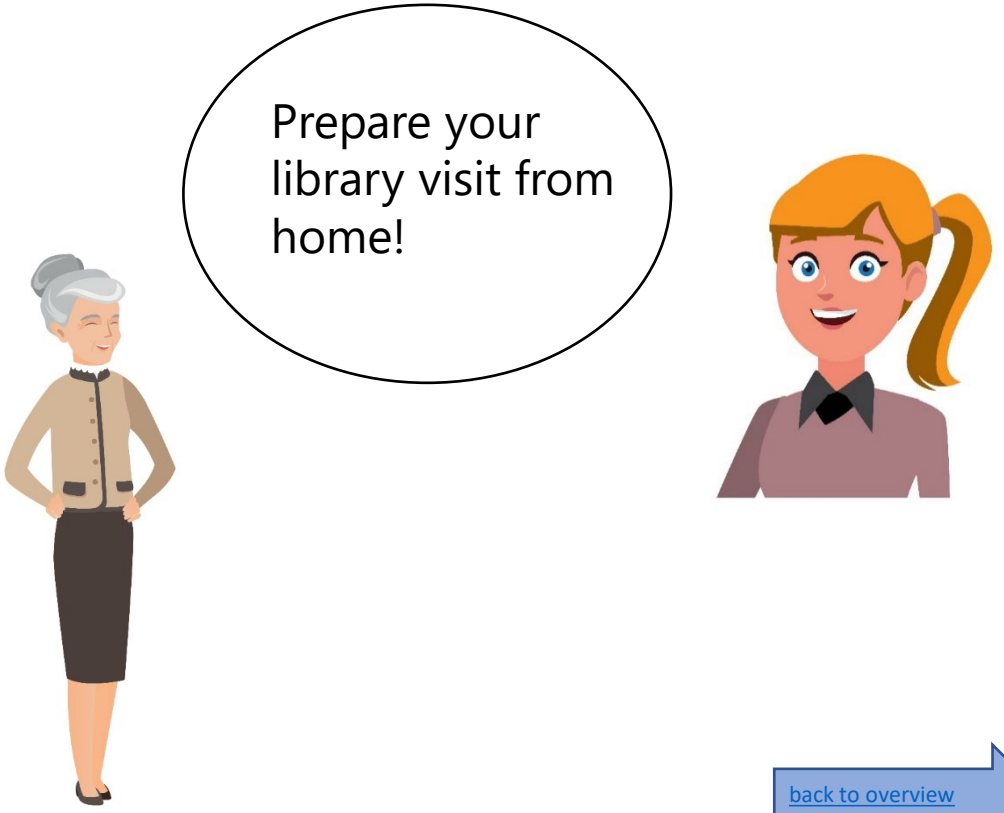
Film 4: Wo ist Platz zum Nachschlagen, Lesen, Lernen und Entspannen alleine oder in der Gruppe? Wie erobere ich mir Lesestoff im Magazin? Wo kann ich professionelle Scans anfertigen? Video via Panopto ansehen (Alternative zu YouTube)

Film 5: Von Gelb nach Blau und zurück – Orientierung mit Farben: In die bunte Welt der Fachlesesäle: Welche Literatur finde ich in Lesesaal B und C und was gibt es sonst noch Wissenswertes? Video via Panopto ansehen (Alternative zu YouTube)

Film 6: Von Bib-Box bis Hieroglyphe: Entdeckungstour durch die Bib (Lesesaal A): Welche Fachliteratur finde ich in Lesesaal A und welche Besonderheiten gibt es zu entdecken? Video via Panopto ansehen (Alternative zu YouTube)

Film 7: Bibliothek mit Aussicht: die gläserne Bib (Lesesaal D+E): Welche Fachliteratur finde ich in Lesesaal D und E und wo gibt es ruhige Plätze zum Denken? Video via Panopto ansehen (Alternative zu YouTube)

Film 8: Lernen im Grünen: Flora, Fauna, Bits und Bytes (Lesesaal F): Gehen Sie mit Bibi und Thecus auf Expedition zu unserem zweiten Standort auf Campus II. Entdecken Sie große Karten, prächtige Atlanten und alles über die weite Welt der Informatik mit der passenden Literatur aus Lesesaal F. Und



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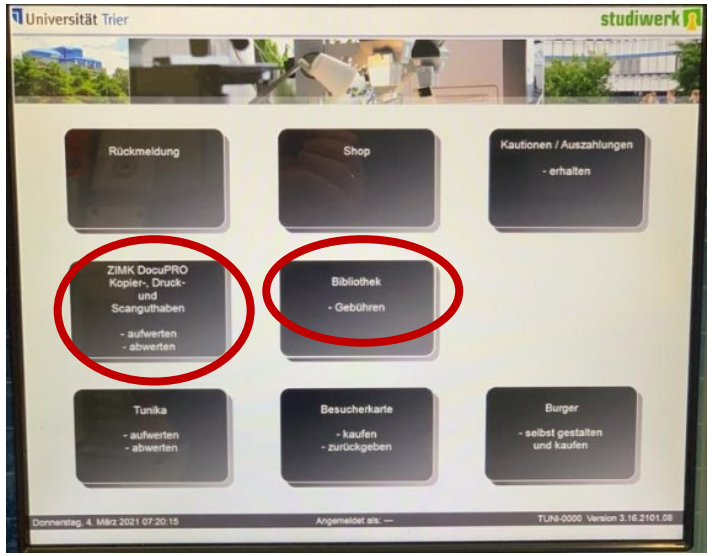
3. Further offers: scan, rara reading room

Various actions can be performed at the TUKAN e.g. loading the cash card function. Library fees can also be paid here.



Scanning in the library

Use of the scanners in the reading rooms is possible and free of charge for external customers.
The scans can be transferred to a USB stick.
You can scan with most mobile devices. For iOS and Android devices, you will find various free scanner apps in the app stores.
It is also possible to use the **scan tents** in the reading rooms and in the library center.

More information via A-Z → Scanner and ScanTent

Use of the Rara Reading Room

The rare books reading room on the ground floor of the library center is intended for the use of older literature and literature worthy of protection. Access is possible by registration at the central circulation desk.
The works to be consulted must be ordered in advance via the TRiCAT and are then available at the central circulation desk on the next working day.
On presentation of the *guest card*, they can be consulted in the Rara reading room.

More information see A-Z → Rara

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4. Use of the online offers for external customers

Apart from printed literature I would also like to use digital offers as well. Is this possible with the *guest card?*

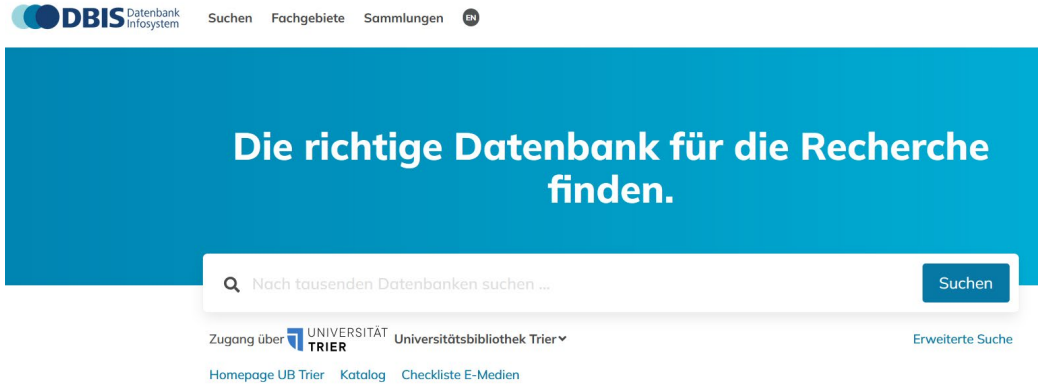
Yes, but only within the the library and with restricted functions ...

The offer of databases for external users is restricted for licensing reasons.

At the publicly accessible PCs in the reading rooms of the library ***guest card*** **holders can log in with a user number and a password** and use the following services on site:

- E-books (in TRiCAT and via DBIS → collections)
- E-journals (via Electronic Journals Library (EZB)
- Databases (DBIS)

Please contact the information desk on the ground floor of the library center for any questions.



In addition to our online resources, you can also access some of the **ZB MED's** e-media free of charge. This offer is particularly interesting for the subjects of Medicine and spatial and environmental sciences.

Apply for remote access free of charge :

https://www.zbmed.de/en/search-find/e-books-and-e-journals/remote-access/

Livivo – search portal of ZB MED:

https://www.livivo.de/

ZB MED Informationszentrum Lebenswissenschaften

Tutorials on the use of e-books, e-journals, the essay database and the database information system DBIS are available on Bibliothek entdecken.

Wie finde ich Bücher in der Bibliothek?
(** How to find books in the library **)

Wie komme ich von der Signatur zum Buch?
(** How to use the shelf mark **)

Wie kann ich mich in meinem Bibliothekskonto anmelden, um Ausleihfristen, Vormerkungen, etc. einzusehen?
(** How to use the user account for library services **)

Wie suche ich E-Books und Zeitschriften im Suchportal TRiCAT?
(** How to find E-Books and E-Journals in TRiCAT **)

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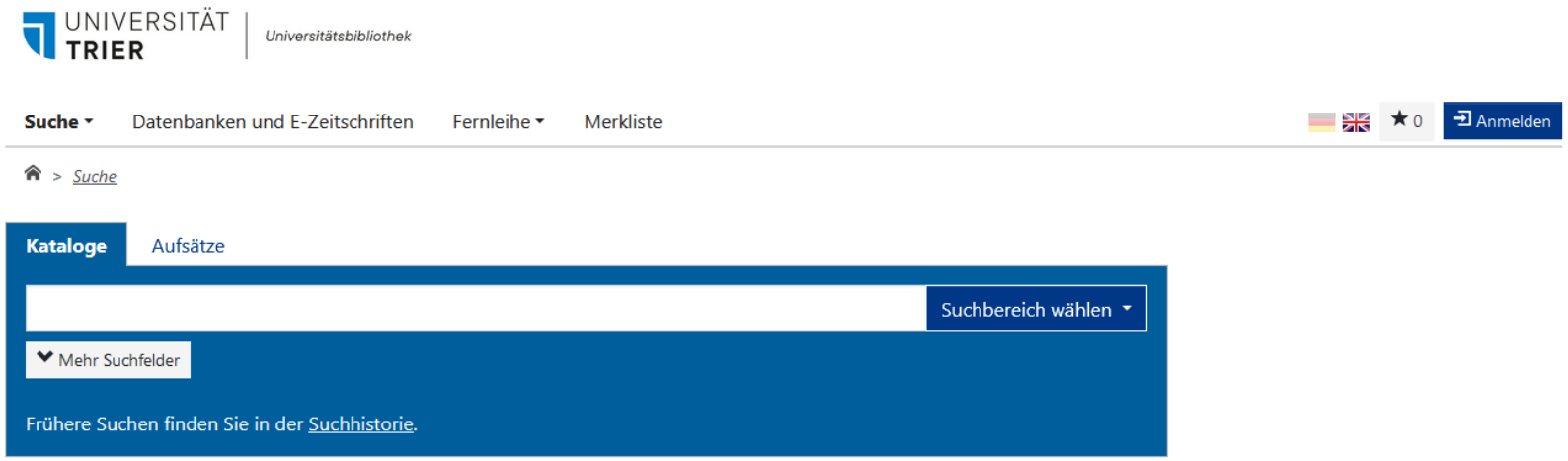
5. Online interlibrary loan with the *guest card*

For literature that is not available in the university library, interlibrary loan via the Digital Library (DigiBib) is possible. For external library users the fee is 3 euro per order. Books or sections of books can be ordered as copies.
Interlibrary loans can be made at the publicly accessible PCs in the library's reading rooms or from home.
On the homepage of the library you will find access to the interlibrary loan system via the "Digitale Bibliothek (DigiBib)“.

5. Online interlibrary loan with the *guest card*

To register for the online interlibrary loan service, you need your user number and your password. For further information, select "Interlibrary loan" on the A-Z or “Interlibrary loan" on the library homepage or use the tutorial "Literature search and find literature from home for university members" under Bibliothek entdecken on the UB homepage. If you have any further questions the staff at the information desk on the ground floor of the library will gladly help you.



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For the external user groups there are further special features, which we would like to point out.

Here are the most important differences!

Information for guest students and senior students

Senior students:
The Campus of Generations provides you with information on your study options.

To borrow literature and for the online interlibrary loan service, please apply for a *guest card.*

In addition, you will be given the opportunity to use the PC pools of the University with your ID from the ZIMK.

Guest students:
Can use free wireless internet at campus over **EDUROAM** if their home university is part of the program.

To borrow literature and for the online interlibrary loan service, please apply for a *guest card.*

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Information for pupils and trainees

We welcome visits from school classes and also the use of the library by pupils for learning and borrowing.
For learning, the workstations within the library are freely accessible to all interested users.
If you would also like to borrow media or make interlibrary loans, you can apply for the guest card at the library for the reduced price. This also applies to trainees.

Please note that minors require a declaration of consent from a legal guardian.
A *guest card* can be issued from the age of 16.
To register for a visit by teachers with a school class, please use the registration form on the A-Z page „Schülerführungen“.

To prepare for your visit to the library, you can watch the videos and tutorials on our page Bibliothek entdecken .

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The VisitorCard

I only use the library's books and journals on site, but I would like to have a cash card for the cafeteria. Is that possible?

You can obtain the "VisitorCard" at the TUKAN machine in the library center for the amout of 20€. You get back 10€ as a deposit when you return the card to the automat.

The card has a payment function for the cafeteria.
It is not possible to borrow media with this card.

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Where can I find help?

If you have any more questions contact our

information department:

- By phone: 0651/ 201-2420
- Via E-Mail: **auskunft@uni-trier.de**

- Chat with us in „LiveSupport Online“

  on the library’s homepage:

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

Or visit us in person at the information desk