



How to use the user account for library services

Last update: 09.2022

What is the TRiCAT?

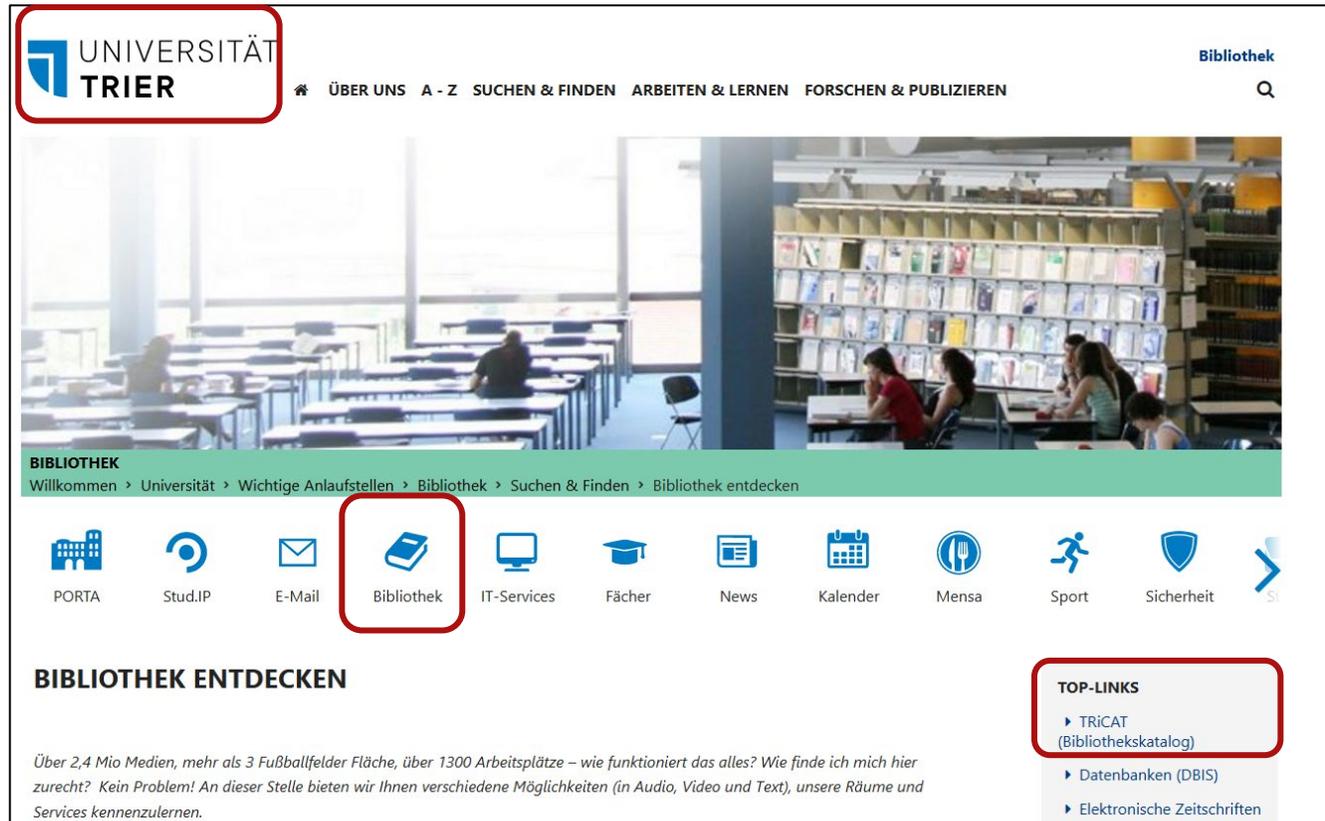
„TRiCAT“ is the university library's online catalogue (<https://tricat.uni-trier.de>). You can open TRiCAT from anywhere when you are online. Even from home.

In TRiCAT under "Catalog", you can browse our holdings and see what books and magazines we can offer you. You can change the language settings under "Menu" in the upper right corner.

In addition, you can access your own **user account** via TRiCAT. In this short presentation we show you how to access your user account and what information you can find there.

How to get to your user account

Start by opening the library page under the symbol “Bibliothek” which looks like a book
→ Click on the link in the right column and enter TRiCAT



The screenshot shows the library page of the University of Trier. The top navigation bar includes the university logo (circled in red), a home icon, and menu items: ÜBER UNS, A - Z, SUCHEN & FINDEN, ARBEITEN & LERNEN, and FORSCHEN & PUBLIZIEREN. A search icon and the word 'Bibliothek' are in the top right. Below the navigation is a large image of a library interior. A green breadcrumb trail reads: BIBLIOTHEK > Willkommen > Universität > Wichtige Anlaufstellen > Bibliothek > Suchen & Finden > Bibliothek entdecken. A horizontal menu of icons follows, with 'Bibliothek' (a book icon) circled in red. Below this is the 'BIBLIOTHEK ENTDECKEN' section with a descriptive paragraph. To the right is a 'TOP-LINKS' box (circled in red) containing three links: TRiCAT (Bibliotheks katalog), Datenbanken (DBIS), and Elektronische Zeitschriften.

UNIVERSITÄT TRIER Bibliothek 

ÜBER UNS A - Z SUCHEN & FINDEN ARBEITEN & LERNEN FORSCHEN & PUBLIZIEREN

BIBLIOTHEK
Willkommen > Universität > Wichtige Anlaufstellen > Bibliothek > Suchen & Finden > Bibliothek entdecken

PORTA Stud.IP E-Mail **Bibliothek** IT-Services Fächer News Kalender Mensa Sport Sicherheit 

BIBLIOTHEK ENTDECKEN

Über 2,4 Mio Medien, mehr als 3 Fußballfelder Fläche, über 1300 Arbeitsplätze – wie funktioniert das alles? Wie finde ich mich hier zurecht? Kein Problem! An dieser Stelle bieten wir Ihnen verschiedene Möglichkeiten (in Audio, Video und Text), unsere Räume und Services kennenzulernen.

TOP-LINKS

- ▶ TRiCAT (Bibliotheks katalog)
- ▶ Datenbanken (DBIS)
- ▶ Elektronische Zeitschriften

How to get to your user account

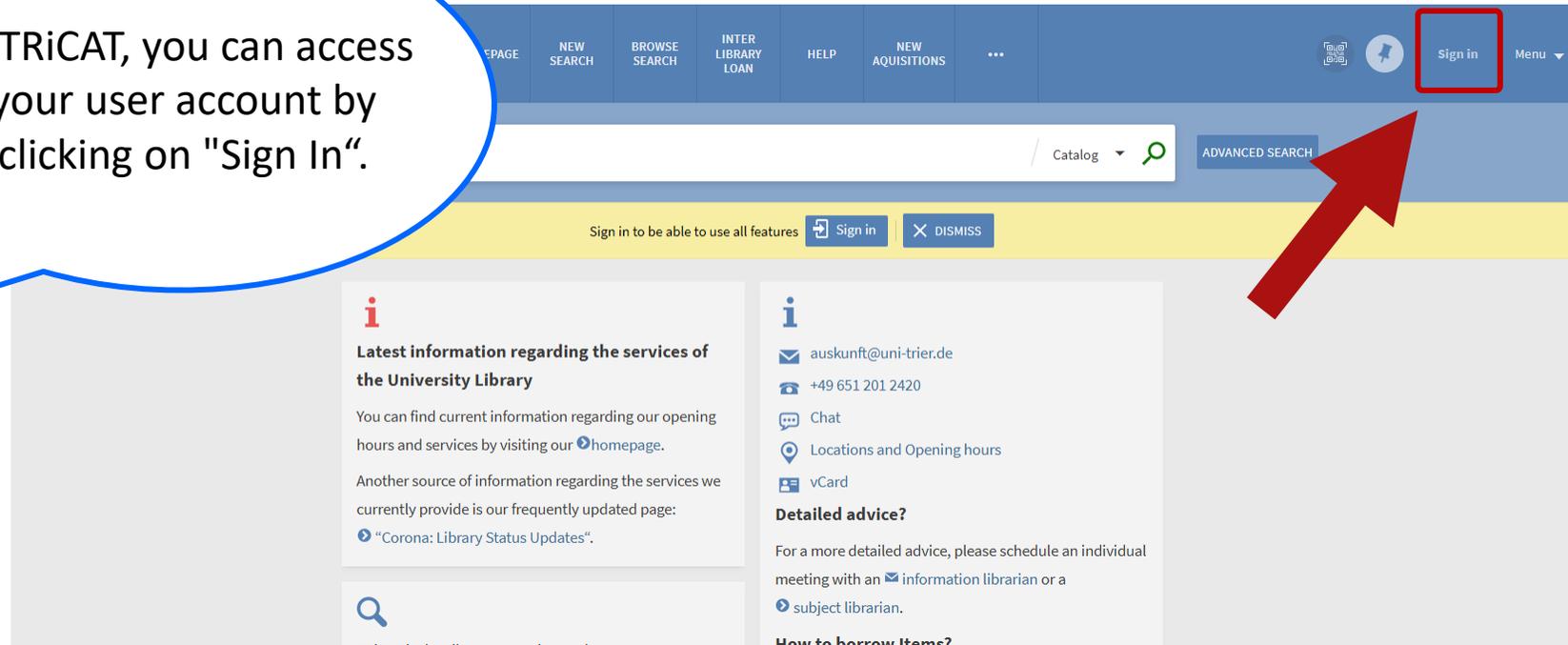
Once you are in TRiCAT change the settings to English in the upper right corner.



The screenshot shows the TRiCAT website interface. The top navigation bar includes the TRiCAT logo and the text "UNIVERSITÄTSBIBLIOTHEK TRIER". The main navigation menu contains links for "HOMEPAGE", "NEUE SUCHE", "INDEXSUCHE", "FERNLEIHE", "HILFE", and "NEUERWERBUNGEN". In the upper right corner, there are links for "Anmelden" and "Menü". The "Menü" dropdown menu is open, showing options: "Anzeige-Sprache: Deutsch" (highlighted with a red box), "Benutzerkonto", "RefWorks", "Gespeicherte Exemplare", and "Verlauf durchsuchen". Below the navigation bar is a search bar with the placeholder text "Alles durchsuchen" and a "Katalog" dropdown. A yellow banner below the search bar contains the text "Anmelden, um alle Funktionen nutzen zu können" and buttons for "Anmelden" and "VERWERFEN". The main content area features two information boxes. The left box, titled "Aktuelle Informationen zum Serviceangebot der Universitätsbibliothek", provides details about opening hours and service offerings. The right box, titled "Auskunft", lists contact information including an email address (auskunft@uni-trier.de), a phone number (+49 651 201 2420), and links for "Chat", "Standorte und Öffnungszeiten", and "vCard".

How to get to your user account

In TRiCAT, you can access your user account by clicking on "Sign In".



Sign in to be able to use all features [Sign in](#) [DISMISS](#)

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Latest information regarding the services of the University Library
You can find current information regarding our opening hours and services by visiting our [homepage](#).
Another source of information regarding the services we currently provide is our frequently updated page:
["Corona: Library Status Updates"](#).

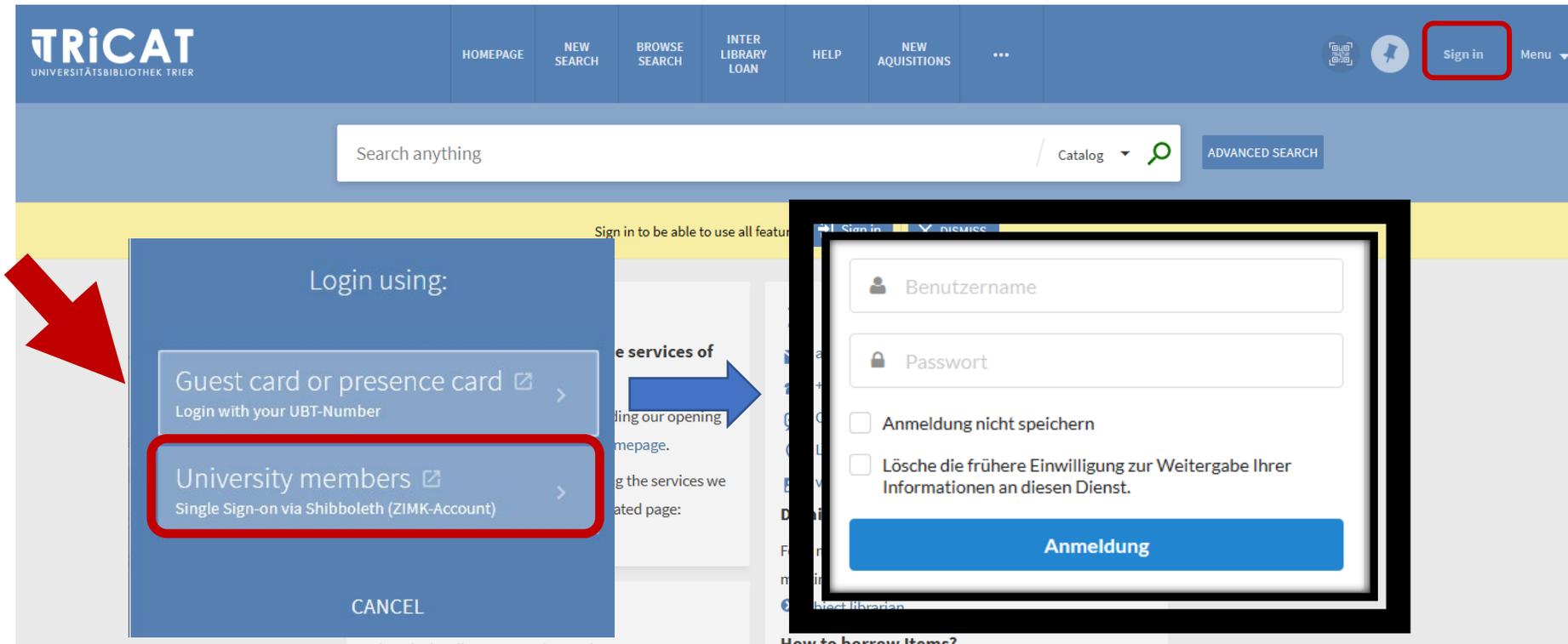
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auskunft@uni-trier.de
[+49 651 201 2420](tel:+496512012420)
[Chat](#)
[Locations and Opening hours](#)
[vCard](#)
Detailed advice?
For a more detailed advice, please schedule an individual meeting with an [information librarian](#) or a [subject librarian](#).
How to borrow items?

Login

First click on "Sign In", then choose "University members" and type in your ZIMK data. This is the same user name and password as the one used in the PORTA system. If you forget your ZIMK password please contact the computer center:

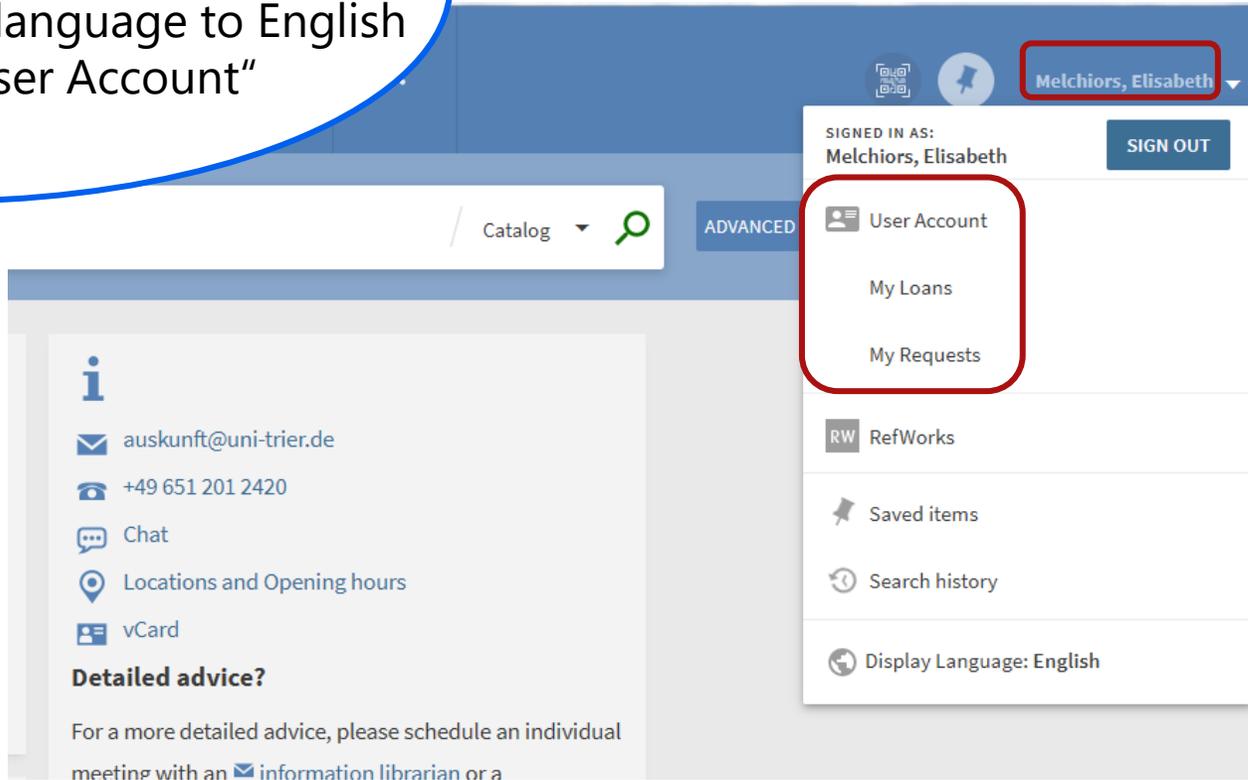
<https://www.uni-trier.de/index.php?id=61144>

Don't forget to log out after each session.



The screenshot displays the TRiCAT library website interface. At the top, the TRiCAT logo and navigation menu are visible. The 'Sign in' button is highlighted with a red box. Below the search bar, a modal window titled 'Login using:' is shown, with the 'University members' option highlighted by a red box and a red arrow pointing to it. A second modal window shows the login form with fields for 'Benutzername' and 'Passwort', and a blue 'Anmeldung' button.

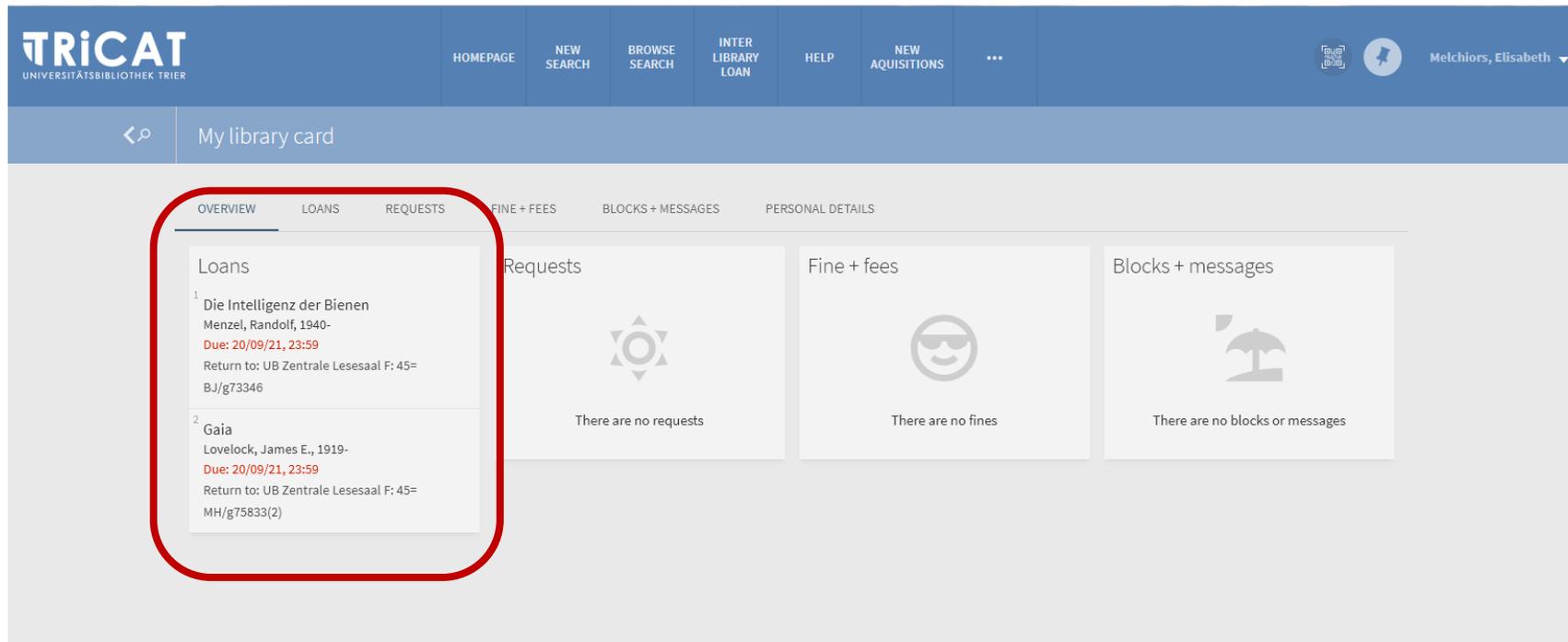
After login, your name
will appear in the upper right corner
→ the last option in the drop-down menu
allows you to change the language to English
→ now choose "User Account"



The screenshot shows the library website interface. At the top right, the user's name "Melchiors, Elisabeth" is displayed in a red box. Below it, a dropdown menu is open, showing options: "User Account" (highlighted in a red box), "My Loans", "My Requests", "RefWorks", "Saved items", "Search history", and "Display Language: English". The "User Account" option is the last option in the menu. The interface also shows a search bar with "Catalog" and a magnifying glass icon, and a "SIGN OUT" button.

On the account page, see **overview** (preselected) or view each menu item individually. Seen here are **currently borrowed media** (also to be found under **loans**) with their respective due dates.

Normally you can borrow an item for an initial period of 4 weeks, which will be extended automatically for up to 8 additional weeks (2 x 28) unless a hold is placed on it. If so, you will be notified and must return that item within seven days.



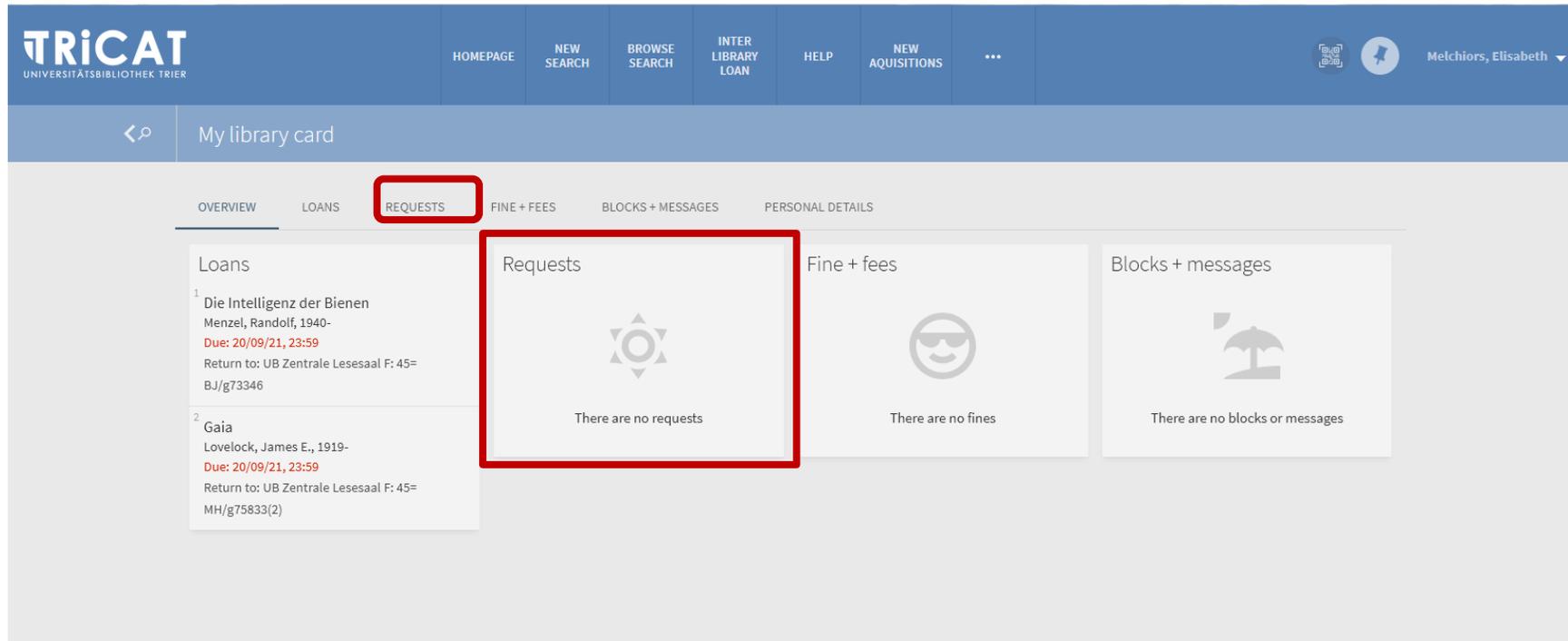
The screenshot shows the TRICAT library account page. The header includes the TRICAT logo and navigation links: HOMEPAGE, NEW SEARCH, BROWSE SEARCH, INTER LIBRARY LOAN, HELP, NEW ACQUISITIONS, and a user profile dropdown for Melchior, Elisabeth. The main content area is titled 'My library card' and has a sub-menu with 'OVERVIEW' (selected), 'LOANS', 'REQUESTS', 'FINE + FEES', 'BLOCKS + MESSAGES', and 'PERSONAL DETAILS'. The 'Loans' section is highlighted with a red box and contains two entries:

Loans
1 Die Intelligenz der Bienen Menzel, Randolph, 1940- Due: 20/09/21, 23:59 Return to: UB Zentrale Lesesaal F: 45= BJ/g73346
2 Gaia Lovelock, James E., 1919- Due: 20/09/21, 23:59 Return to: UB Zentrale Lesesaal F: 45= MH/g75833(2)

The other sections (Requests, Fine + fees, Blocks + messages) all show 'There are no [requests/finances/blocks or messages]'.

Requests shows your (current) reservations on books which are currently not available due to them being borrowed by another user.

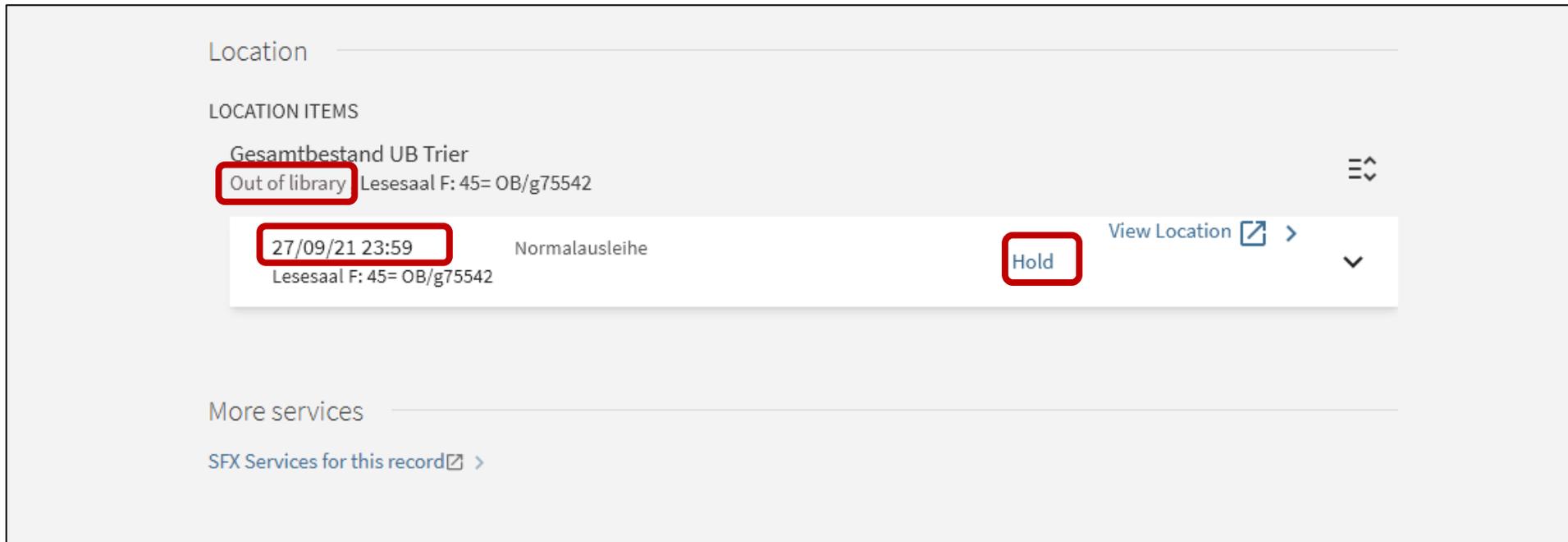
In order to make a reservation you need to open the detailed information on an item in TRiCAT and click the button "Hold" as seen on the next slide.



The screenshot displays the TRiCAT library system interface. At the top, the TRiCAT logo and navigation menu are visible. The user's name, Melchior, Elisabeth, is shown in the top right corner. The main content area is titled "My library card" and features a navigation bar with tabs for OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The REQUESTS tab is highlighted with a red box. Below the navigation bar, there are four panels: "Loans" (listing two books with their due dates and return locations), "Requests" (displaying "There are no requests" with a red box around it), "Fine + fees" (displaying "There are no fines"), and "Blocks + messages" (displaying "There are no blocks or messages").

You can find the “Hold” button right next to the location information of a book in TRiCAT.

A date in the left margin indicates that the book is currently borrowed by another user. Then you can activate the “Hold” option and the book will be made available to you as soon as the current owner returns it. You will receive an email as soon as you can pick up the book. “Hold” will only appear when you are logged in. Please bring your TUNIKA when picking up the book (upon notification by email).

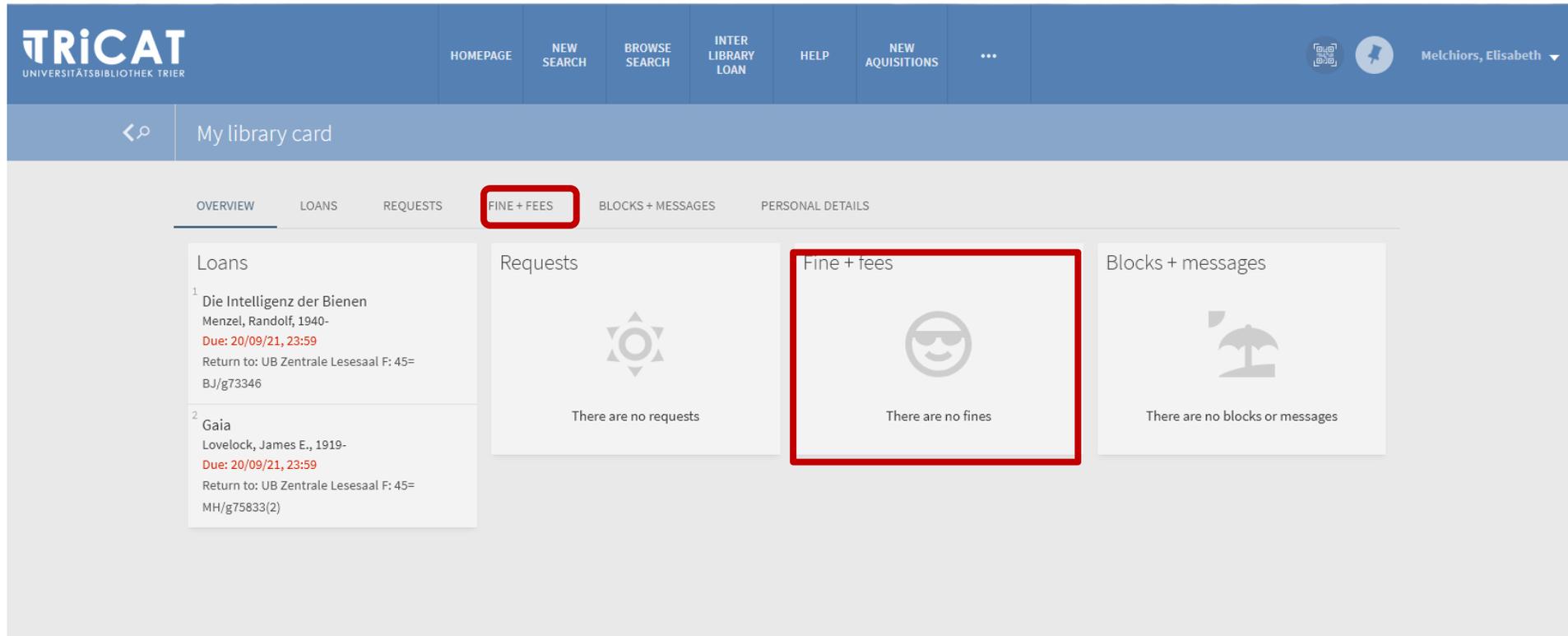


The screenshot displays the TRiCAT interface for a book record. The main heading is "Location". Below it, the section "LOCATION ITEMS" is visible. The record is titled "Gesamtbestand UB Trier" and is currently "Out of library" at "Lesesaal F: 45= OB/g75542". A date "27/09/21 23:59" is shown, indicating the book is borrowed. The loan type is "Normalausleihe". A "Hold" button is present next to the location information. A "View Location" link with an external link icon and a chevron is also visible. At the bottom, there is a "More services" section with a link for "SFX Services for this record".

Location	Item Status	Loan Type	Action
Lesesaal F: 45= OB/g75542	Out of library	Normalausleihe	Hold

Fine + Fees shows you if you have to pay fees for overdue books.

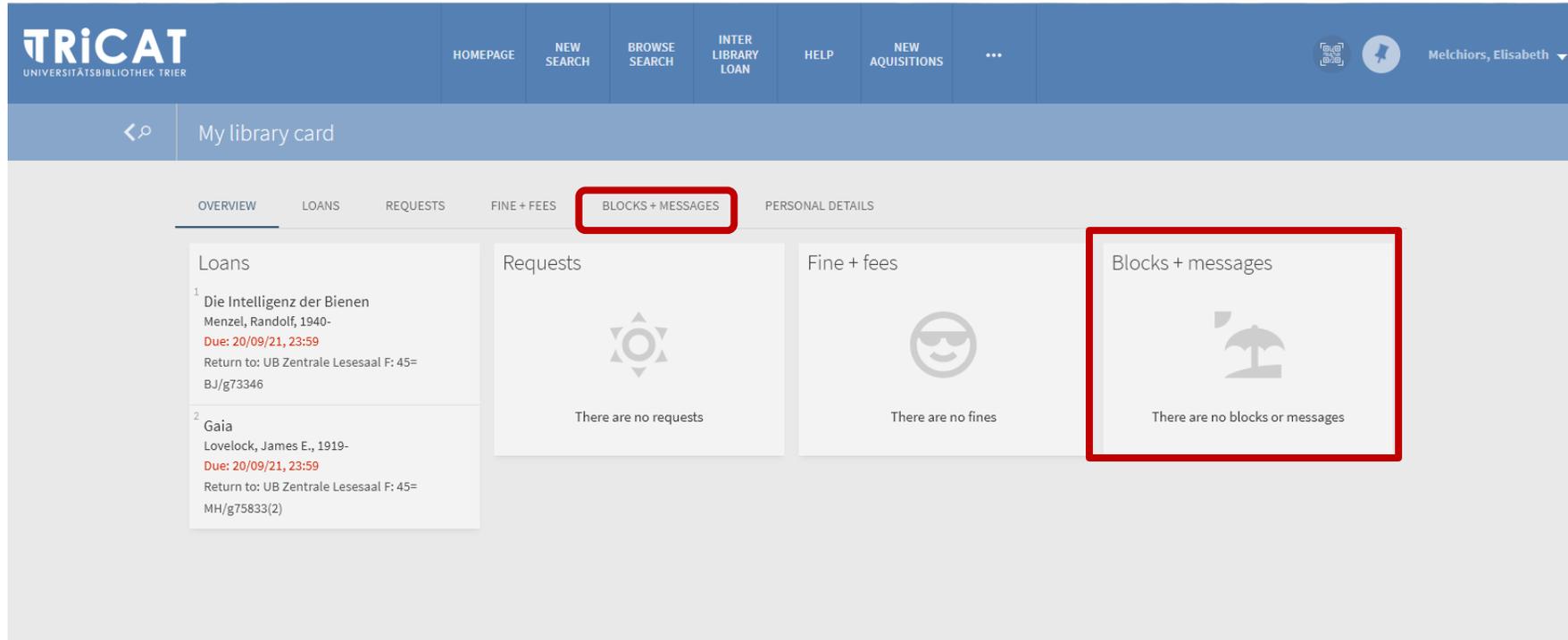
Loans are free of charge. However, an overdue fee of 2 € per item and week will be raised if you fail to return your loans in time. If you don't respond to emails, you will receive a registered letter, for which you have to refund the postal charge.



The screenshot shows the TRiCAT library website interface. The top navigation bar includes the TRiCAT logo and links for HOME PAGE, NEW SEARCH, BROWSE SEARCH, INTER LIBRARY LOAN, HELP, NEW ACQUISITIONS, and a menu icon. The user's name, Melchior, Elisabeth, is displayed in the top right corner. The main content area is titled "My library card" and features a navigation menu with tabs for OVERVIEW, LOANS, REQUESTS, FINE + FEES (highlighted with a red box), BLOCKS + MESSAGES, and PERSONAL DETAILS. The "FINE + FEES" section is highlighted with a red box and displays a "Fine + fees" card with a sunglasses icon and the text "There are no fines". The "REQUESTS" section shows "There are no requests" with a gear icon. The "BLOCKS + MESSAGES" section shows "There are no blocks or messages" with an umbrella icon. The "LOANS" section lists two items: "Die Intelligenz der Bienen" by Menzel, Randolph (due 20/09/21, 23:59) and "Gaia" by Lovelock, James E. (due 20/09/21, 23:59).

If your account is blocked you can see the reason why under **Blocks + Messages**.

If your debt exceeds 10 € or has not been paid for 6 months, your account will be temporarily blocked. As a result, you will not be able to borrow any more books until your account is settled. Existing loans will not be affected. Library fees can be paid at pay machines (TUKAN), which are located in the library and on campus.



The screenshot shows the TRICAT library website interface. The top navigation bar includes the TRICAT logo and links for HOME PAGE, NEW SEARCH, BROWSE SEARCH, INTER LIBRARY LOAN, HELP, and NEW ACQUISITIONS. The user's name, Melchior, Elisabeth, is displayed in the top right corner. The main content area is titled 'My library card' and features a navigation menu with tabs for OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The 'BLOCKS + MESSAGES' tab is highlighted with a red box. Below the navigation menu, there are four panels: 'Loans' (listing two books with due dates and return locations), 'Requests' (displaying 'There are no requests'), 'Fine + fees' (displaying 'There are no fines'), and 'Blocks + messages' (displaying 'There are no blocks or messages'). The 'BLOCKS + MESSAGES' tab and its corresponding panel are also highlighted with a red box.

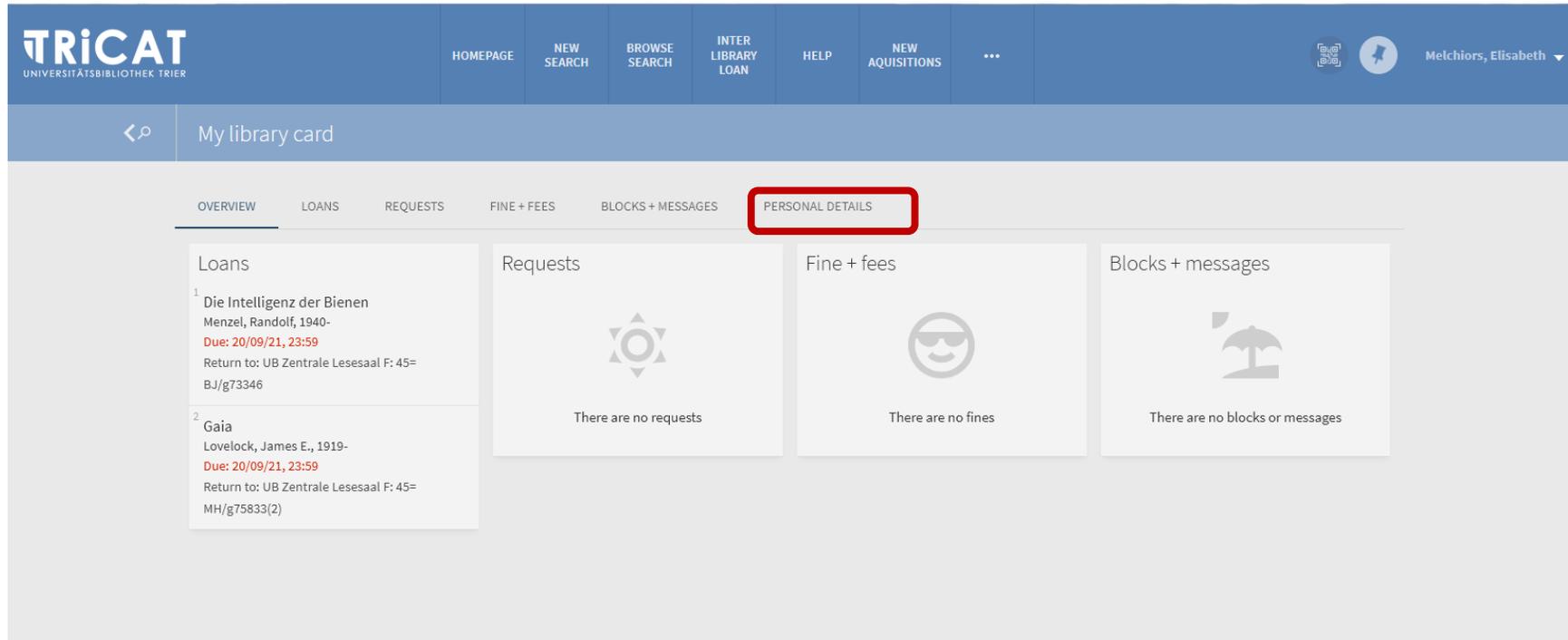


This is a TUKAN pay machine which is located near the library entrance .



Under **Personal Details** you can find your email address.

For students and staff the email address is automatically written in the user account and unchangeable. The password for TRiCAT and your user account also can't be changed here. For that purpose please contact the ZIMK department. (There is a password university members can change here however and that is the password for the [interlibrary loan](#).)



The screenshot shows the TRiCAT user interface. The top navigation bar includes the TRiCAT logo and links for HOME PAGE, NEW SEARCH, BROWSE SEARCH, INTER LIBRARY LOAN, HELP, and NEW ACQUISITIONS. The user's name, Melchior, Elisabeth, is displayed in the top right corner. The main content area is titled 'My library card' and features a navigation menu with tabs for OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The PERSONAL DETAILS tab is highlighted with a red box. Below the navigation menu, there are four panels: 'Loans' (listing two books with due dates and return locations), 'Requests' (displaying 'There are no requests'), 'Fine + fees' (displaying 'There are no fines'), and 'Blocks + messages' (displaying 'There are no blocks or messages').

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 come to us in person at the information desk

