



How to use the user account for library services

Last update: October 2023

What is the TRiCAT?

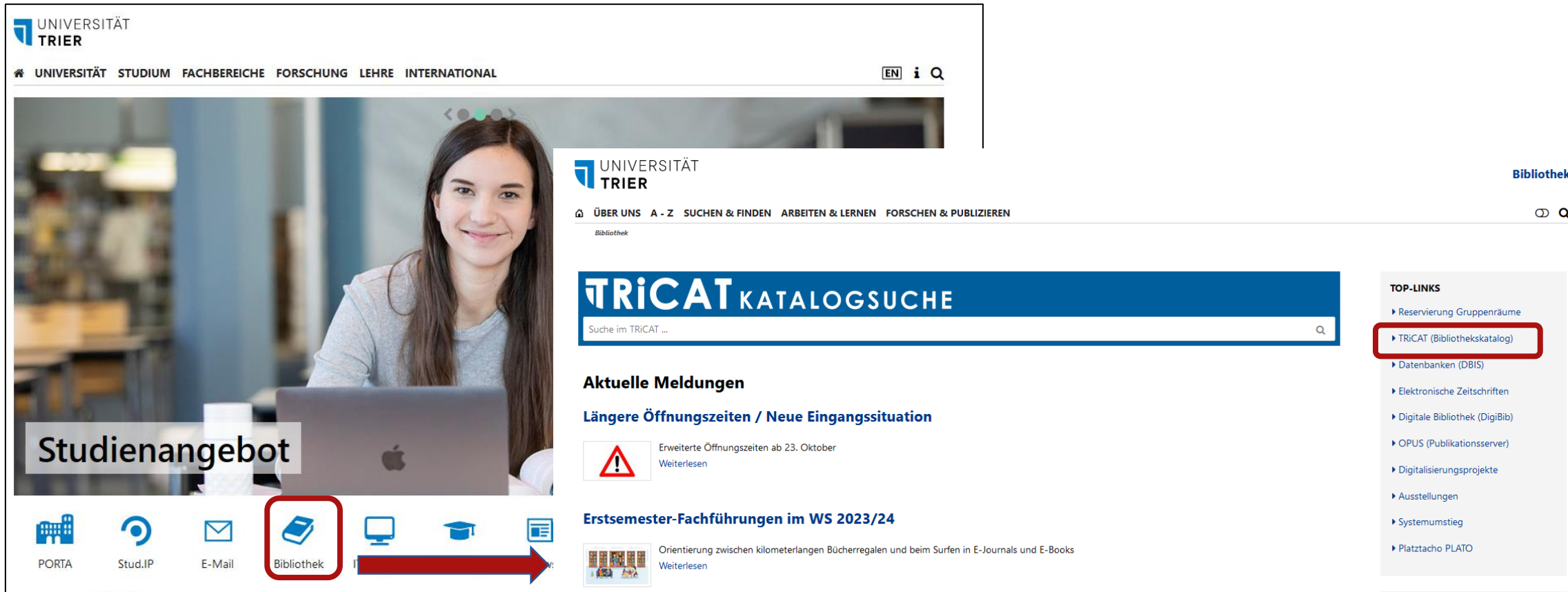
„TRiCAT“ is the university library's online catalogue (<https://tricat.uni-trier.de>). You can open TRiCAT from anywhere when you are online. Even from home.

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 or start a search in the search bar.



UNIVERSITÄT
TRIER

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

Bibliothek

TRiCAT KATALOGSUCHE

Suche im TRiCAT ...

Studienangebot

PORTA Stud.IP E-Mail **Bibliothek**

Aktuelle Meldungen

Längere Öffnungszeiten / Neue Eingangssituation

Erweiterte Öffnungszeiten ab 23. Oktober
Weiterlesen

Erstsemester-Fachführungen im WS 2023/24

Orientierung zwischen kilometerlangen Bücherregalen und beim Surfen in E-Journals und E-Books
Weiterlesen

TOP-LINKS

- Reservierung Gruppenräume
- TRiCAT (Bibliothekskatalog)**
- Datenbanken (DBIS)
- Elektronische Zeitschriften
- Digitale Bibliothek (DigiBib)
- OPUS (Publikationsserver)
- Digitalisierungsprojekte
- Ausstellungen
- Systemumstieg
- Platztacho PLATO

How can I access my user account and reserve books?

In TRiCAT, you can view your loan account at any time after logging in personally under the menu item "User account" - this is possible independently of logging in to the university network.

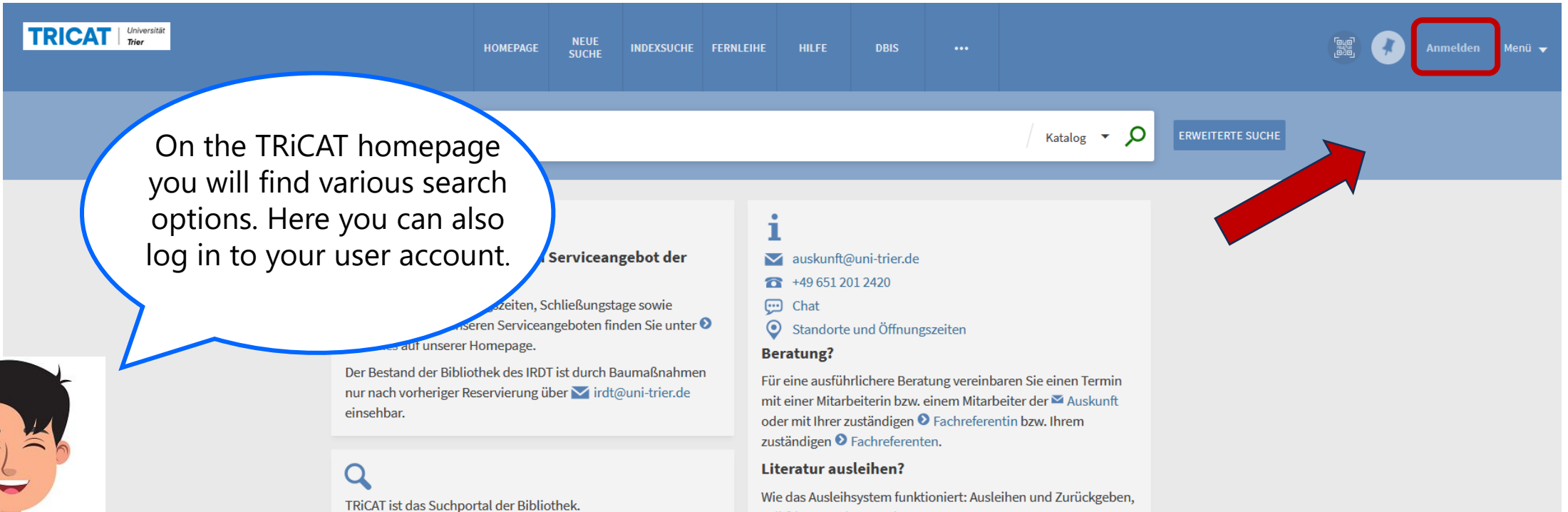
You will receive information about your current loans, deadlines, reservations and any fees incurred.

University members need their "ZIMK ID" to log in. This is the same ID that you use for PORTA. Guest card holders log in with the eight-digit number on their guest card (example: 40012345) and the password (the default is the date of birth as an eight-digit number in the form DDMMYYYY).

If you have forgotten your ZIMK password, please contact the [ZIMK](#).

When you log in for the first time, the terms of use for the authentication procedure "Shibboleth" are displayed, which you must accept in order to continue.

How to get to your user account



On the TRiCAT homepage you will find various search options. Here you can also log in to your user account.

The screenshot shows the TRiCAT homepage with a blue header. The header contains the TRiCAT logo, navigation links (HOMEPAGE, NEUE SUCHE, INDEXSUCHE, FERNLEIHE, HILFE, DBIS, ...), and user account options (Anmelden, Menü). A red box highlights the 'Anmelden' button. A red arrow points to the 'Anmelden' button. A speech bubble points to the search bar area.

TRiCAT ist das Suchportal der Bibliothek.

Serviceangebot der

Der Bestand der Bibliothek des IRDT ist durch Baumaßnahmen nur nach vorheriger Reservierung über irdt@uni-trier.de einsehbar.

Information

auskunft@uni-trier.de
+49 651 201 2420
Chat
Standorte und Öffnungszeiten

Beratung?

Für eine ausführlichere Beratung vereinbaren Sie einen Termin mit einer Mitarbeiterin bzw. einem Mitarbeiter der [Auskunft](#) oder mit Ihrer zuständigen [Fachreferentin](#) bzw. Ihrem zuständigen [Fachreferenten](#).


Literatur ausleihen?

Wie das Ausleihsystem funktioniert: Ausleihen und Zurückgeben,



How to get to your user account

If you log in to the library catalogue for the first time, use the button „Anmelden“. Once you are in TRiCAT, you can change the settings to English in the upper right corner.



TRiCAT | Universität Trier

HOMEPAGE NEUE SUCHE INDEXSUCHE FERNLEIHE HILFE DBIS ...

Anmelden Menü

Alles durchsuchen Katalog

Aktuelle Informationen zum Serviceangebot der Universitätsbibliothek

Unsere aktuellen Öffnungszeiten, Schließungstage sowie Informationen zu unseren Serviceangeboten finden Sie unter [Aktuelles](#) auf unserer Homepage.

Der Bestand der Bibliothek des IRDT ist durch Baumaßnahmen nur nach vorheriger Reservierung über irdt@uni-trier.de einsehbar.

Beratung?

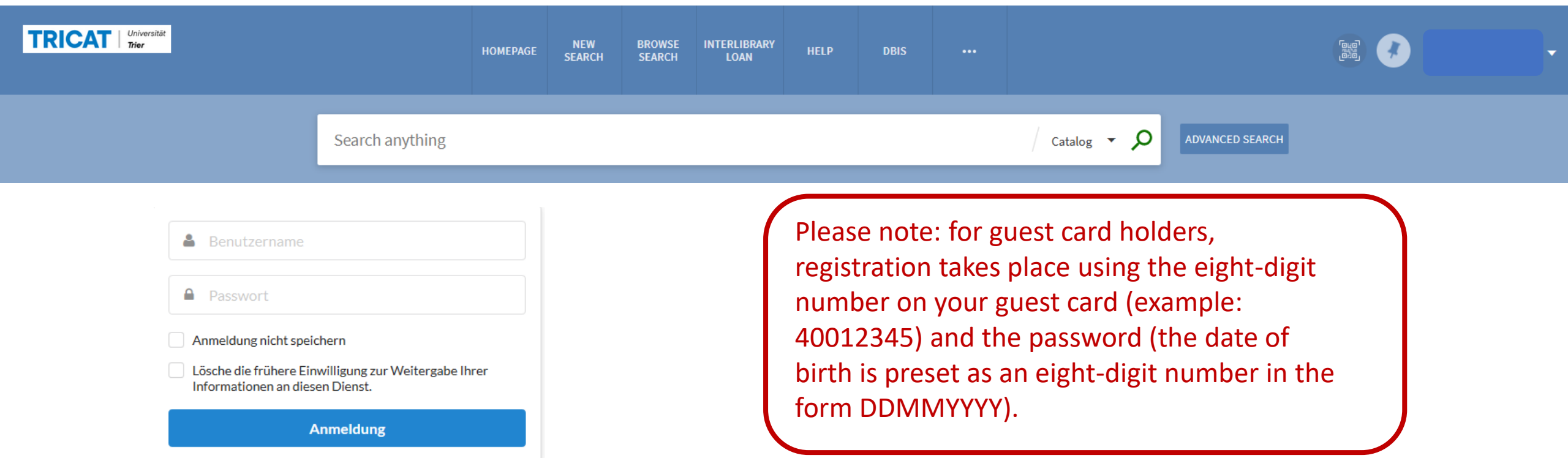
Für eine ausführlichere Beratung vereinbaren Sie einen Termin mit einer Mitarbeiterin bzw. einem Mitarbeiter der [Auskunft](#) oder mit Ihrer zuständigen [Fachreferentin](#) bzw. Ihrem zuständigen [Fachreferenten](#).

Literatur ausleihen?

Wie das Ausleihsystem funktioniert: Ausleihen und Zurückgeben,

Login

Type in your ZIMK data. This is the same user name and password as the one used in the PORTA system. Don't forget to log out after each session.



The screenshot shows the TRICAT login interface. At the top is a blue navigation bar with the TRICAT logo and University of Trier name on the left, and links for HOMEPAGE, NEW SEARCH, BROWSE SEARCH, INTERLIBRARY LOAN, HELP, DBIS, and a menu icon on the right. Below the navigation bar is a search bar with the placeholder text 'Search anything', a 'Catalog' dropdown, a magnifying glass icon, and an 'ADVANCED SEARCH' button. The login form is on the left, featuring two input fields for 'Benutzername' (username) and 'Passwort' (password). Below these are two checkboxes: 'Anmeldung nicht speichern' (Do not save login) and 'Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.' (Delete previous consent to share your information with this service). A blue 'Anmeldung' (Login) button is at the bottom of the form. A red-bordered box on the right contains a note about guest card holders.

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HOMEPAGE NEW SEARCH BROWSE SEARCH INTERLIBRARY LOAN HELP DBIS ...

Search anything / Catalog 🔍 ADVANCED SEARCH

Benutzername

Passwort

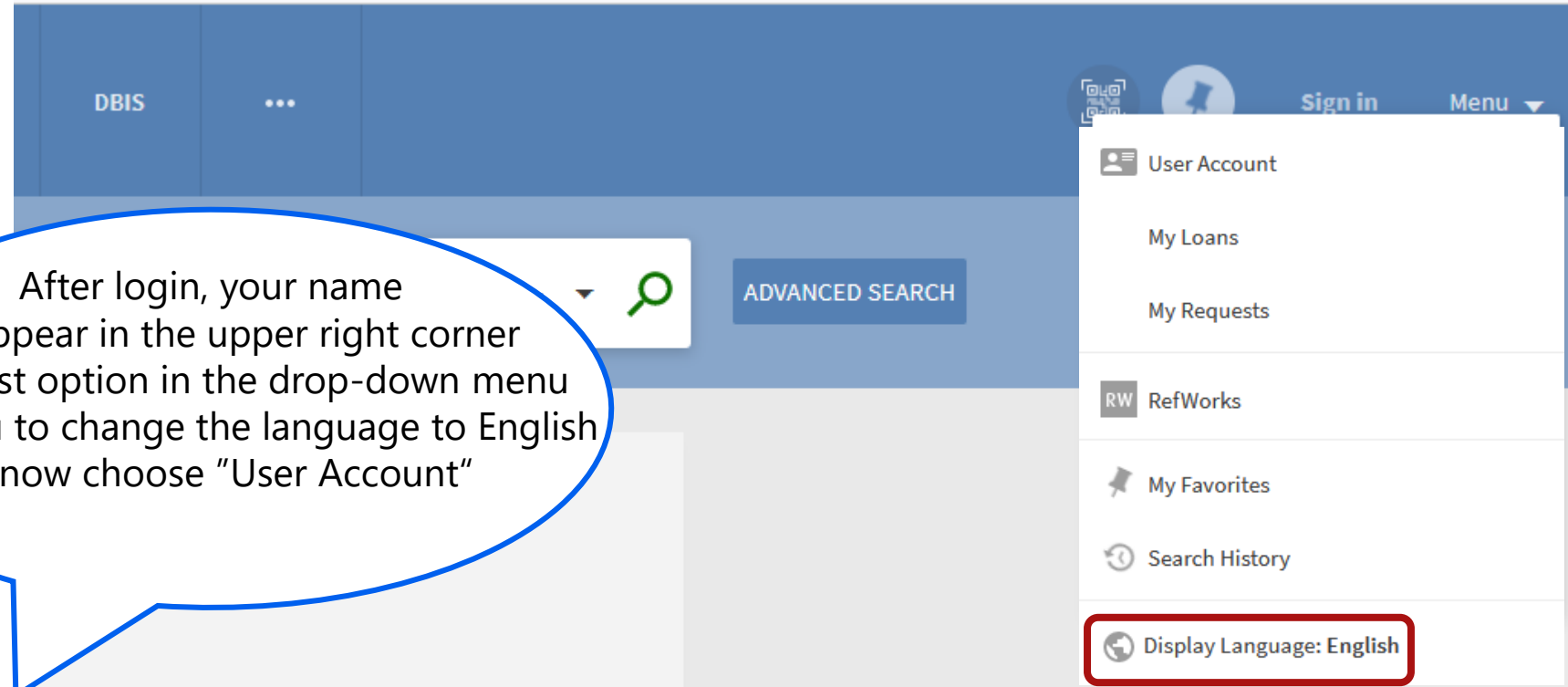
☐ Anmeldung nicht speichern

☐ Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

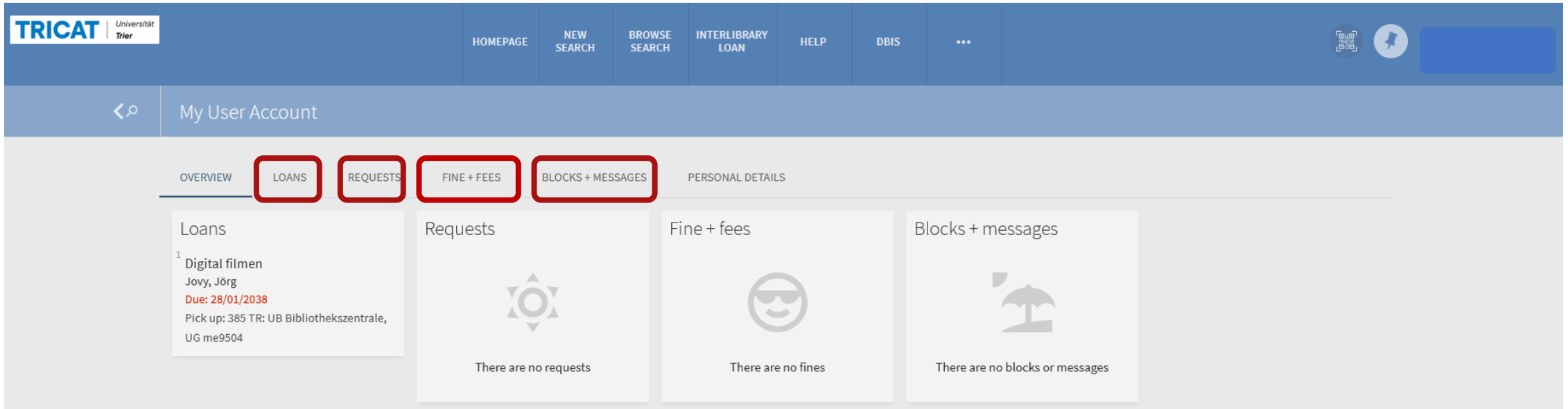
Anmeldung

Please note: for guest card holders, registration takes place using the eight-digit number on your guest card (example: 40012345) and the password (the date of birth is preset as an eight-digit number in the form DDMMYYYY).

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"



Here you get an overview of your loans and reservations. Each menu item can be selected, so that you can, for example, display all borrowed titles. Under "Requests" you will find your reservations. Charges apply, for example, if items are returned late. If your account is blocked, the reason for the block is indicated.



The screenshot shows the TRICAT library user account interface. The top navigation bar includes the TRICAT logo, a search icon, and links for HOME PAGE, NEW SEARCH, BROWSE SEARCH, INTERLIBRARY LOAN, HELP, and DBIS. A user profile icon is visible on the right. Below the navigation bar, the "My User Account" section is displayed. It features a horizontal menu with tabs: OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The LOANS, REQUESTS, FINE + FEES, and BLOCKS + MESSAGES tabs are highlighted with red boxes. The LOANS tab is active, showing a list of borrowed items. The first item is "Digital filmen" by Jovy, Jörg, with a due date of 28/01/2038 and pickup location at the UB Bibliothekszentrale. The other tabs (REQUESTS, FINE + FEES, and BLOCKS + MESSAGES) show "There are no requests", "There are no fines", and "There are no blocks or messages" respectively, each with a corresponding icon.

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HOME PAGE NEW SEARCH BROWSE SEARCH INTERLIBRARY LOAN HELP DBIS ...

My User Account

OVERVIEW **LOANS** **REQUESTS** **FINE + FEES** **BLOCKS + MESSAGES** PERSONAL DETAILS

Loans

1 Digital filmen
Jovy, Jörg
Due: 28/01/2038
Pick up: 385 TR: UB Bibliothekszentrale,
UG me9504

Requests

There are no requests

Fine + fees

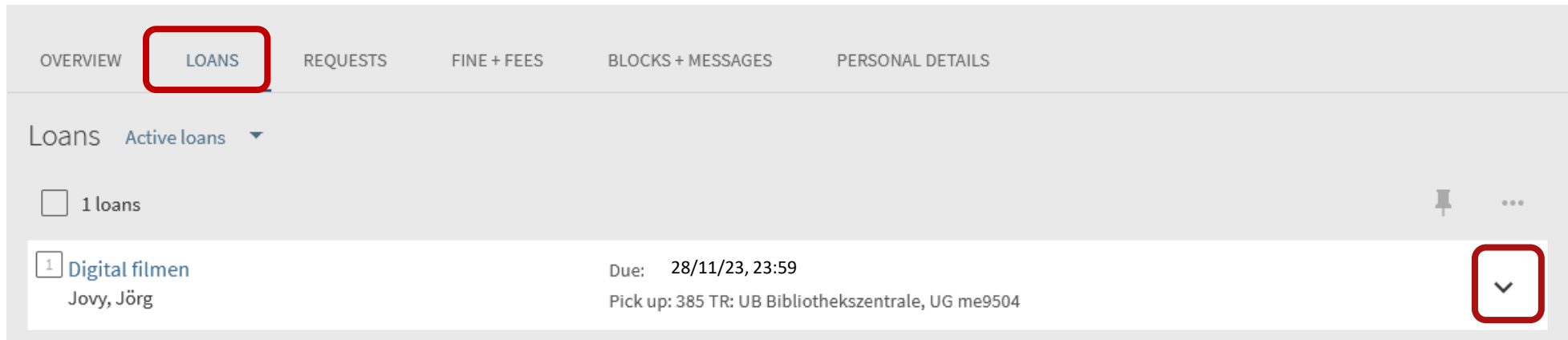
There are no fines

Blocks + messages

There are no blocks or messages

Normally you can borrow an item for an initial period of 2 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 2 weeks.

The current loan periods can always be viewed in your user account.



OVERVIEW **LOANS** REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Loans Active loans ▼

☐ 1 loans

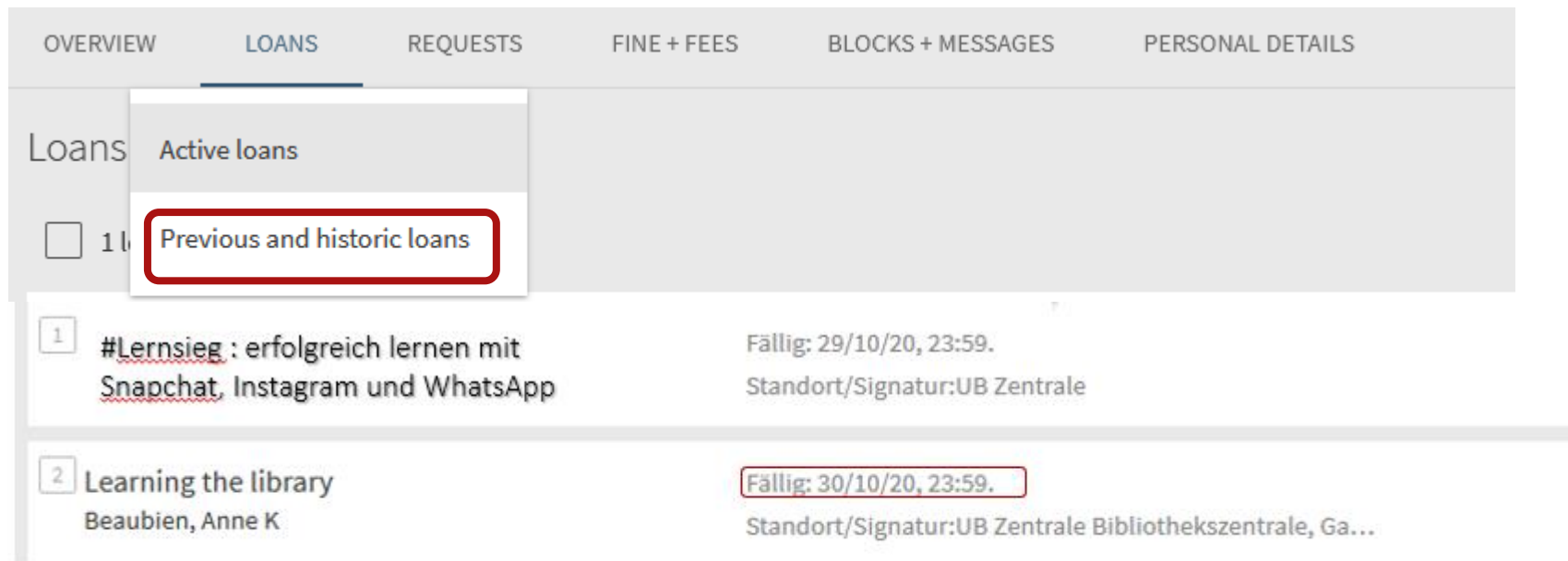
☒ Digital filmen
Jovy, Jörg

Due: 28/11/23, 23:59
Pick up: 385 TR: UB Bibliothekszentrale, UG me9504

If you click on the black arrow, you will receive information on the borrowed medium.



In the menu item "Loans", use the arrow to choose between the display for your active loans or the previous and historical loans. In this way, in addition to the currently borrowed items, you can also obtain information for items that have already been returned.

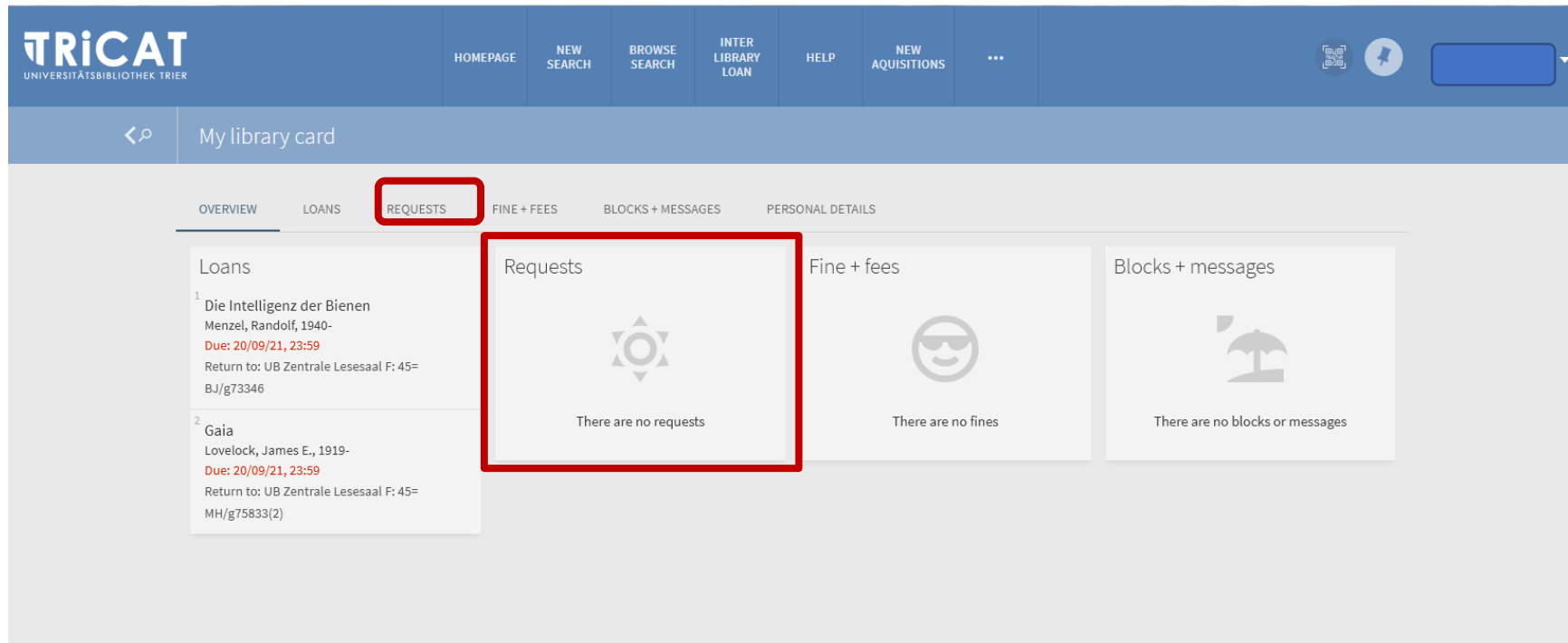


The screenshot shows the library portal interface with a navigation bar at the top containing the following tabs: OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The 'LOANS' tab is selected. Below the navigation bar, there is a 'Loans' section with a dropdown menu. The dropdown menu has two options: 'Active loans' and 'Previous and historic loans'. The 'Previous and historic loans' option is highlighted with a red rectangular box. Below the dropdown menu, there is a list of loans. The first loan is labeled '1' and has the title '#Lernsieg : erfolgreich lernen mit Snapchat, Instagram und WhatsApp'. Its due date is 'Fällig: 29/10/20, 23:59.' and its location is 'Standort/Signatur:UB Zentrale'. The second loan is labeled '2' and has the title 'Learning the library'. Its due date is 'Fällig: 30/10/20, 23:59.' (highlighted with a red rectangular box) and its location is 'Standort/Signatur:UB Zentrale Bibliothekszentrale, Ga...'. The author of the second loan is 'Beaubien, Anne K'.

OVERVIEW	LOANS	REQUESTS	FINE + FEES	BLOCKS + MESSAGES	PERSONAL DETAILS
Loans					
Active loans					
Previous and historic loans					
1	#Lernsieg : erfolgreich lernen mit Snapchat, Instagram und WhatsApp	Fällig: 29/10/20, 23:59. Standort/Signatur:UB Zentrale			
2	Learning the library Beaubien, Anne K	Fällig: 30/10/20, 23:59. Standort/Signatur:UB Zentrale Bibliothekszentrale, Ga...			

Requests shows your reservations on books which are currently not available because they are actually 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. 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. Below this, the 'My library card' section is visible. The main content area features a tabbed interface with 'OVERVIEW', 'LOANS', 'REQUESTS', 'FINE + FEES', 'BLOCKS + MESSAGES', and 'PERSONAL DETAILS'. The 'REQUESTS' tab is highlighted with a red box. The 'Loans' tab shows two items: 'Die Intelligenz der Bienen' by Menzel, Randolph, 1940- (Due: 20/09/21, 23:59) and 'Gaia' by Lovelock, James E., 1919- (Due: 20/09/21, 23:59). The 'Requests' tab shows a message 'There are no requests' with a red box around it. The 'Fine + fees' tab shows 'There are no fines' with a smiley face icon. The 'Blocks + messages' tab shows 'There are no blocks or messages' with an umbrella icon.

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 “Request” 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. “Request” will only appear when you are logged in. Please bring your TUNIKA when picking up the book.

Standort


REQUEST: [Request](#)

[← BACK TO LOCATIONS](#)

LOCATION ITEMS

385 TR: UB
Out of library, Bibliothekszentrale, Galerie Ost: 09= ; NE/a19245
(1 copy, 0 available, 0 requests)

On loan until 20/11/2023
Normalausleihe

[View Location](#)  [>](#)

Fine + Fees:

Borrowing literature from the University Library is free of charge. However, charges apply if the loan period is exceeded.

Eine Übersicht über mögliche anfallende Gebühren finden Sie unter:

[Bibliothek > A - Z > G > Gebühren](#)

If the total of your fees is more than 10 euros or if they are due for more than half a year, your account will be blocked for borrowing until the amount is paid. In general, no further borrowing is possible until you have returned the overdue item.

Fees can be paid cashless at a TUKAN machine, e.g. at the Library Central Office, in Reading Room B, Reading Room F (Campus II) and in the V-Building. If you have any questions about your fees, please contact the complaints desk.

[Bibliothek > A - Z > R > Reklamationsstelle](#)



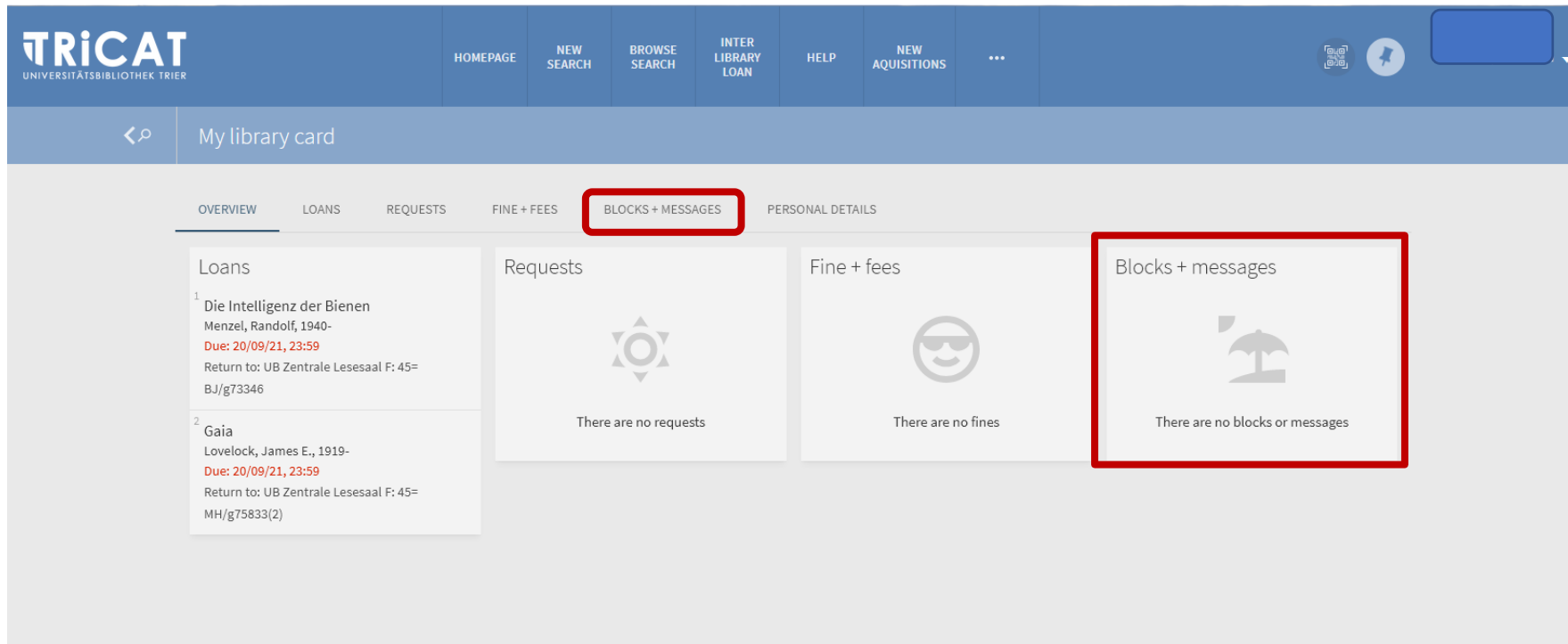
This is a TUKAN pay machine which is located near the library entrance .



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 the campus.

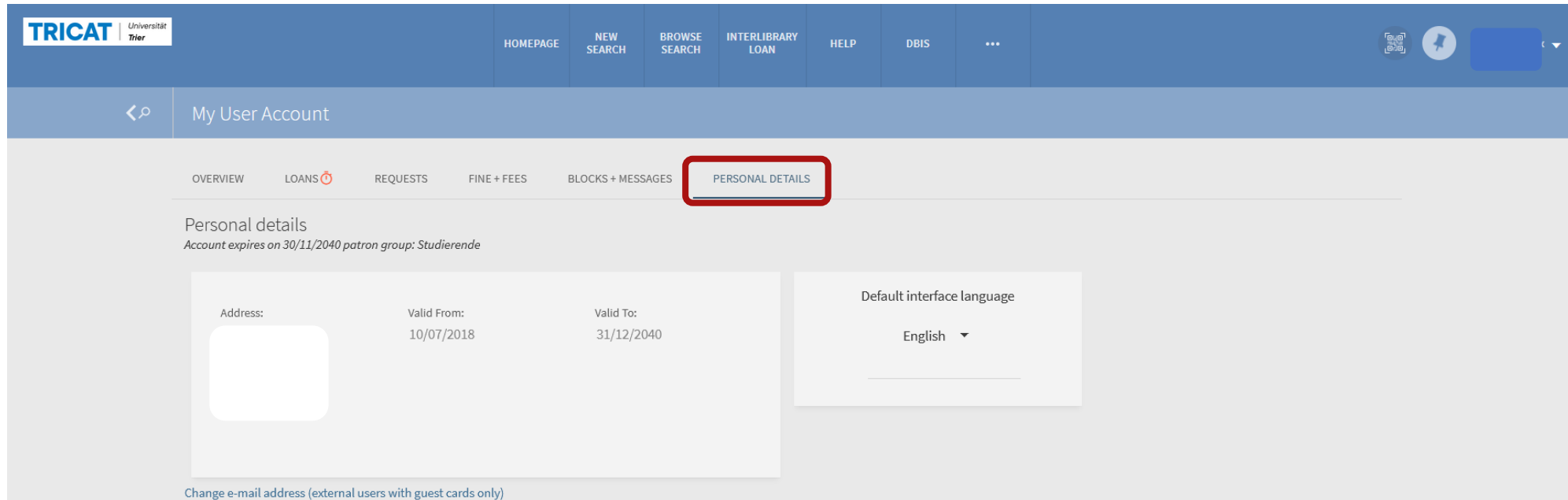
In the case of charges that have been in place for more than half a year, the block must be lifted again at a circulation desk (also at the circulation desk in reading room F).



The screenshot shows the TRiCAT library portal interface. The top navigation bar includes links for HOMEPAGE, NEW SEARCH, BROWSE SEARCH, INTER LIBRARY LOAN, HELP, and NEW ACQUISITIONS. The main section is titled 'My library card' and contains several tabs: OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES (highlighted with a red box), and PERSONAL DETAILS. The 'BLOCKS + MESSAGES' tab is active, displaying a section titled 'Blocks + messages' (also highlighted with a red box) which contains the text 'There are no blocks or messages' and an umbrella icon. Other visible sections include 'Loans' with a list of books, 'Requests' with 'There are no requests', and 'Fine + fees' with 'There are no fines'.

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. Please check your university mail account regularly for messages from the library regarding returns due or reservations made. It is not possible for university members to change their login password at this point. For that purpose please contact the ZIMK department.



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HOMEPAGE NEW SEARCH BROWSE SEARCH INTERLIBRARY LOAN HELP DBIS ...

My User Account

OVERVIEW LOANS REQUESTS FINE + FEES BLOCKS + MESSAGES **PERSONAL DETAILS**

Personal details
Account expires on 30/11/2040 patron group: Studierende

Address: Valid From: 10/07/2018 Valid To: 31/12/2040

Default interface language
English

Change e-mail address (external users with guest cards only)

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

