



How to use the user account for library services

Last update: May 2024

What is the TRiCAT?

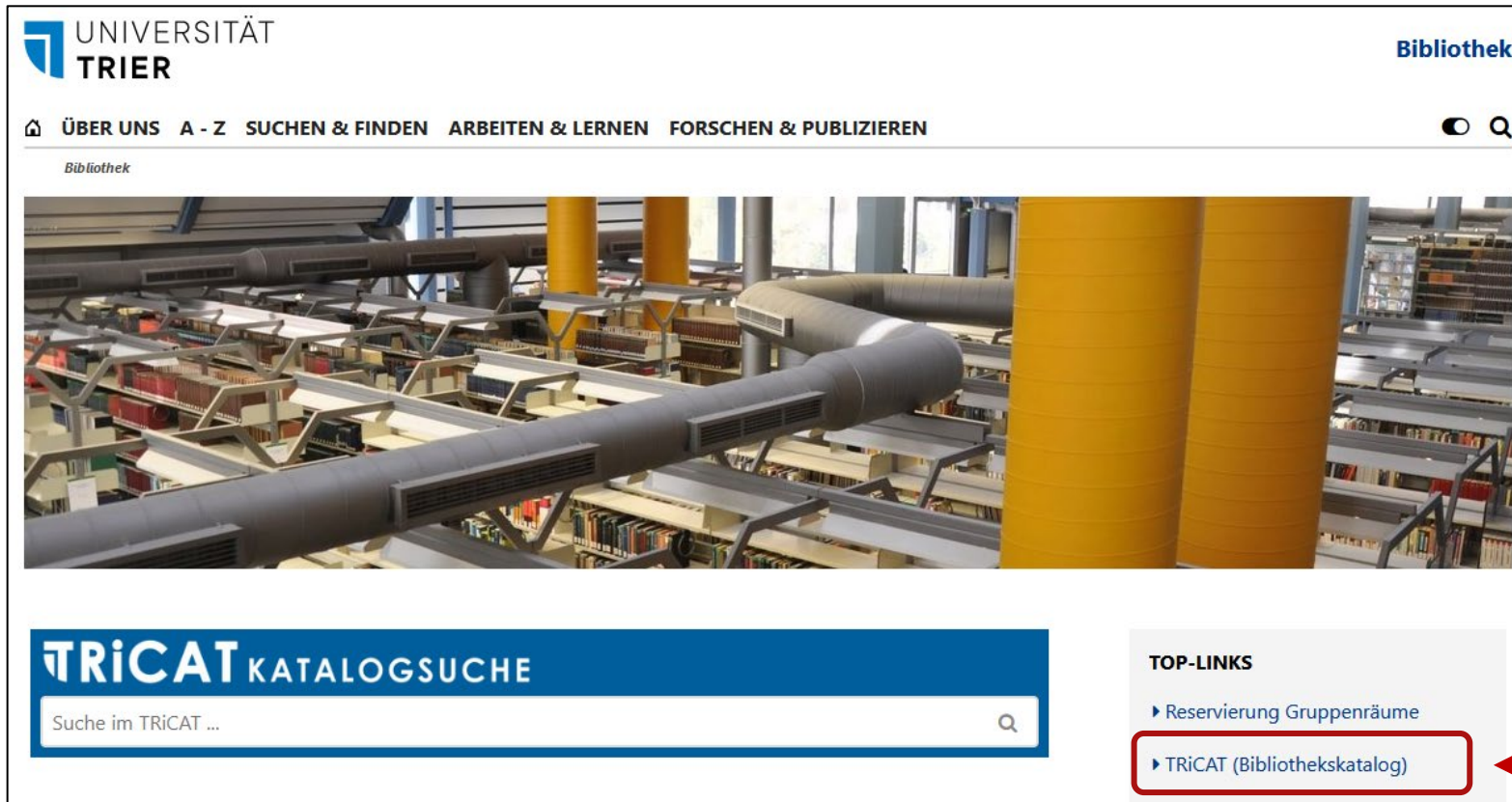
„TRiCAT“ is the university library's online catalogue (<https://tricat.uni-trier.de>). You can open TRiCAT from anywhere when you are online. Even from home.

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: <https://www.uni-trier.de/bibliothek> → Click on the link in the right column and enter TRiCAT or start a search in the search bar



The screenshot shows the library website interface. At the top left is the University of Trier logo and name. At the top right is the word "Bibliothek". Below the logo is a navigation menu with links: "ÜBER UNS", "A - Z", "SUCHEN & FINDEN", "ARBEITEN & LERNEN", and "FORSCHEN & PUBLIZIEREN". A search icon is visible on the right. Below the navigation is a large image of a library interior with bookshelves and yellow pillars. Below the image is a search bar labeled "TRiCAT KATALOGSUCHE" with the placeholder text "Suche im TRiCAT ...". To the right of the search bar is a "TOP-LINKS" section with two links: "Reservierung Gruppenräume" and "TRiCAT (Bibliothekskatalog)". A red arrow points to the "TRiCAT (Bibliothekskatalog)" link.

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

The screenshot shows the TRiCAT website homepage. At the top, there is a navigation bar with the TRiCAT logo on the left and several menu items: HOMEPAGE, NEUE SUCHE, INDEXSUCHE, FERNLEIHE, HILFE, DBIS, and a three-dot menu. On the right side of the navigation bar, there are icons for a search engine, a user profile, and a red-bordered button labeled "Anmelden" (Log in), which is highlighted with a red box. Below the navigation bar, there is a search bar with a dropdown menu set to "Katalog" and a magnifying glass icon. To the right of the search bar is a blue button labeled "ERWEITERTE SUCHE" (Advanced Search), which is pointed to by a large red arrow. The main content area is divided into several sections, including a "Serviceangebot der" section, a contact information section with an "i" icon, and a "Beratung?" (Consultation?) section. A blue speech bubble is overlaid on the left side of the page, containing the text: "On the TRiCAT homepage you will find various search options. Here you can also log in to your user account." In the bottom left corner, there is a cartoon illustration of a smiling man with black hair, wearing a teal shirt and a brown vest.



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.



The screenshot shows the TRiCAT library website interface. The top navigation bar is blue and contains the TRiCAT logo, navigation links (HOMEPAGE, NEUE SUCHE, INDEXSUCHE, FERNLEIHE, HILFE, DBIS, ...), and user account options (Anmelden, Menü). The 'Anmelden' button is highlighted with a red square. Below the navigation bar is a search bar with the placeholder text 'Alles durchsuchen' and a search button labeled 'ERWEITERTE SUCHE'. The main content area is divided into three columns. The left column features a red information icon and the heading 'Aktuelle Informationen zum Serviceangebot der Universitätsbibliothek'. The middle column features a blue information icon and the heading 'Beratung?'. The right column features a blue information icon and the heading 'Literatur ausleihen?'. The bottom of the page is a light blue footer.

TRiCAT | Universität Trier

HOMEPAGE NEUE SUCHE INDEXSUCHE FERNLEIHE HILFE DBIS ...

Anmelden Menü

Alles durchsuchen / Katalog  ERWEITERTE SUCHE

i
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.

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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](#).

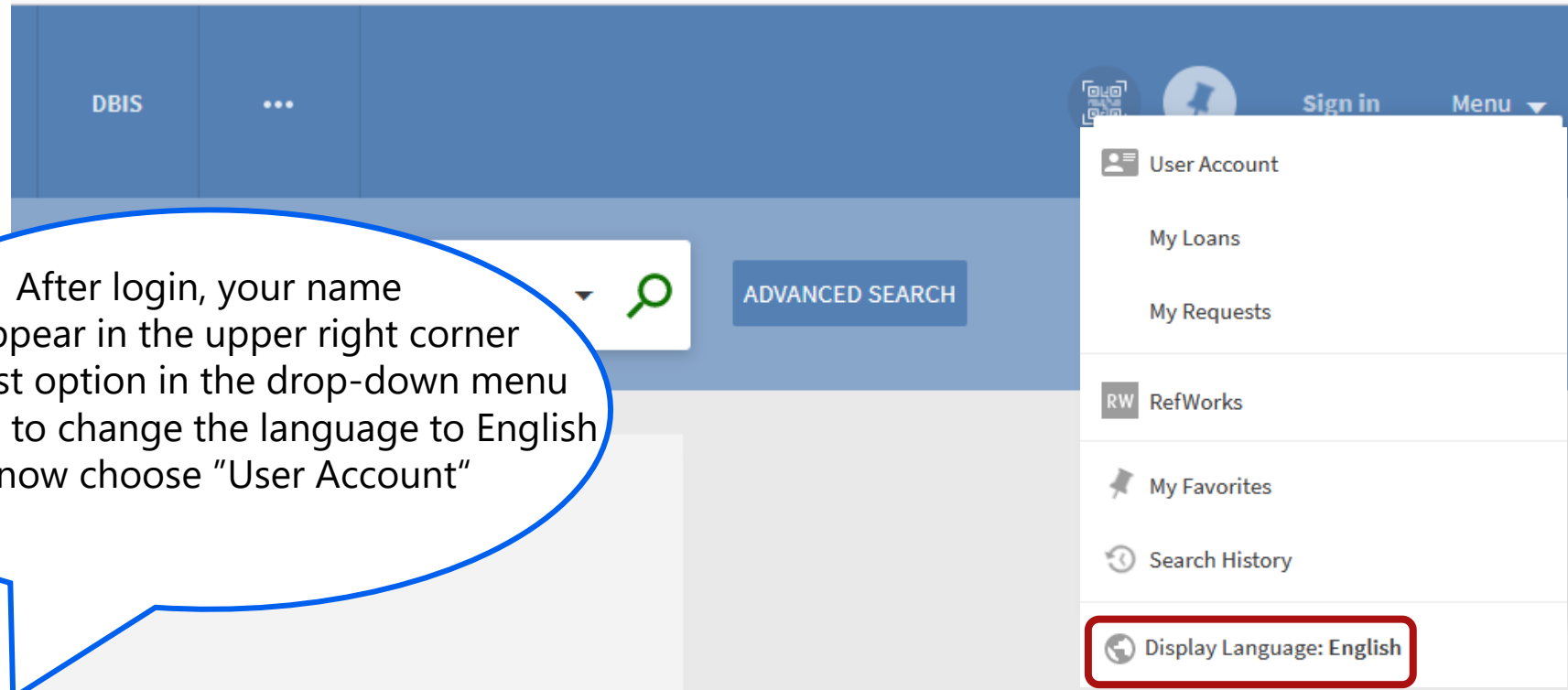
i
Literatur ausleihen?
Wie das Ausleihsystem funktioniert: Ausleihen und Zurückgeben,


TRiCAT ist das Suchportal der Bibliothek.

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, there is a navigation bar with links for HOMEPAGE, NEW SEARCH, BROWSE SEARCH, INTERLIBRARY LOAN, HELP, and DBIS. Below this is a search bar with the placeholder text "Search anything" and a "Catalog" dropdown menu. A blue "ADVANCED SEARCH" button is located to the right of the search bar. The login form itself consists of two input fields: "Benutzername" (Username) and "Passwort" (Password). Below these fields 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 rounded rectangle callout box on the right side of the page contains the following text: "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)."



The screenshot shows a library website interface. At the top, there are navigation tabs for 'DBIS' and a three-dot menu. On the right, there are links for 'Sign in' and a 'Menu' dropdown. The 'Menu' dropdown is open, showing a list of options: 'User Account', 'My Loans', 'My Requests', 'RefWorks', 'My Favorites', 'Search History', and 'Display Language: English'. The 'Display Language: English' option is highlighted with a red rectangular box. In the center of the page, there is a search bar with a magnifying glass icon and a button labeled 'ADVANCED SEARCH'.

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"

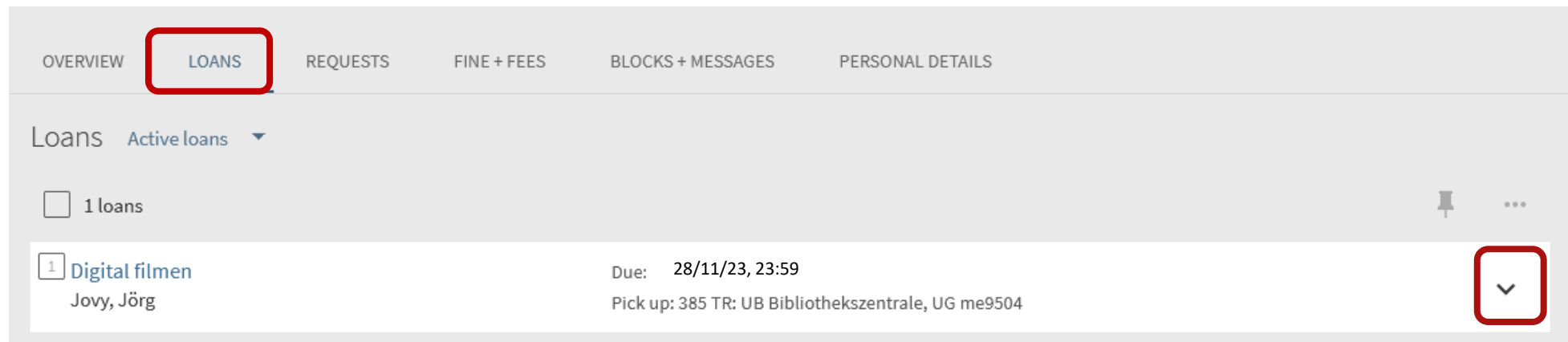


Here you get an overview of your loans and reservations. Each menu item can be selected, so that you can, for example, display all borrowed titles. Under "Requests" you will find your reservations. Charges apply, for example, if items are returned late. If your account is blocked, the reason for the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

The screenshot shows the TRICAT user account interface. The top navigation bar includes links for HOME PAGE, NEW SEARCH, BROWSE SEARCH, INTERLIBRARY LOAN, HELP, and DBIS. The main content area is titled "My User Account" and features a horizontal menu with four tabs: OVERVIEW, LOANS, REQUESTS, FINE + FEES, and BLOCKS + MESSAGES. The LOANS, REQUESTS, FINE + FEES, and BLOCKS + MESSAGES tabs are highlighted with red boxes. Below the menu, there are four panels: "Loans" (showing a digital film by Jovy, Jörg with a due date of 28/01/2038), "Requests" (indicating no requests), "Fine + fees" (indicating no fines), and "Blocks + messages" (indicating 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 ▾

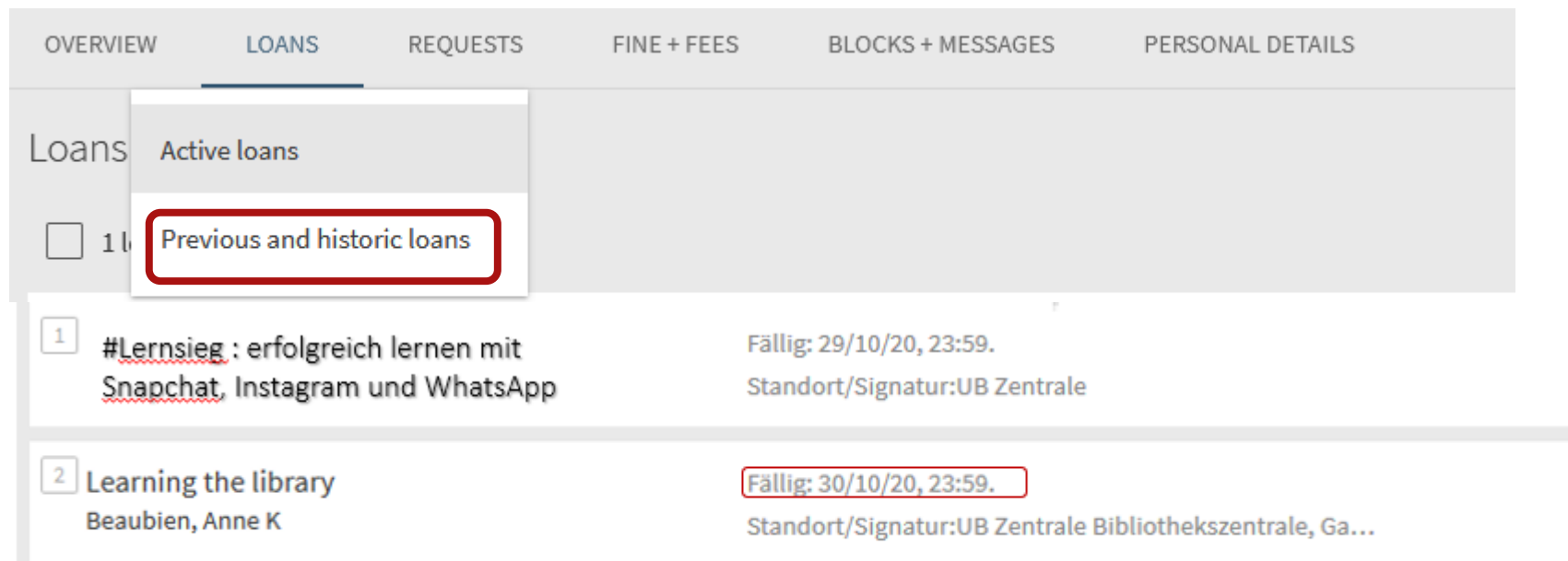
1 loans 📌 ...

<input type="checkbox"/> Digital filmen Jovy, Jörg	Due: 28/11/23, 23:59 Pick up: 385 TR: UB Bibliothekszentrale, UG me9504	▾
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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. At the top, there are navigation tabs: OVERVIEW, LOANS (selected), REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. Below the tabs, there is a 'Loans' section with a dropdown menu. The dropdown menu has two options: 'Active loans' and 'Previous and historic loans', with the latter highlighted by a red box. Below the menu, there is a list of loans. The first loan is '#Lernsieg : erfolgreich lernen mit Snapchat, Instagram und WhatsApp' with a due date of 29/10/20, 23:59. The second loan is 'Learning the library' by Beaubien, Anne K, with a due date of 30/10/20, 23:59, which is also highlighted by a red box. The location for both loans is 'Standort/Signatur:UB Zentrale'.

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, and NEW ACQUISITIONS. The main content area is titled "My library card" and features a sub-navigation menu with tabs for OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The REQUESTS tab is highlighted with a red box. Below the tabs, there are four panels: "Loans" (listing two books with due dates and return locations), "Requests" (displaying "There are no requests" with a gear icon), "Fine + fees" (displaying "There are no fines" with a smiley face icon), and "Blocks + messages" (displaying "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](#)



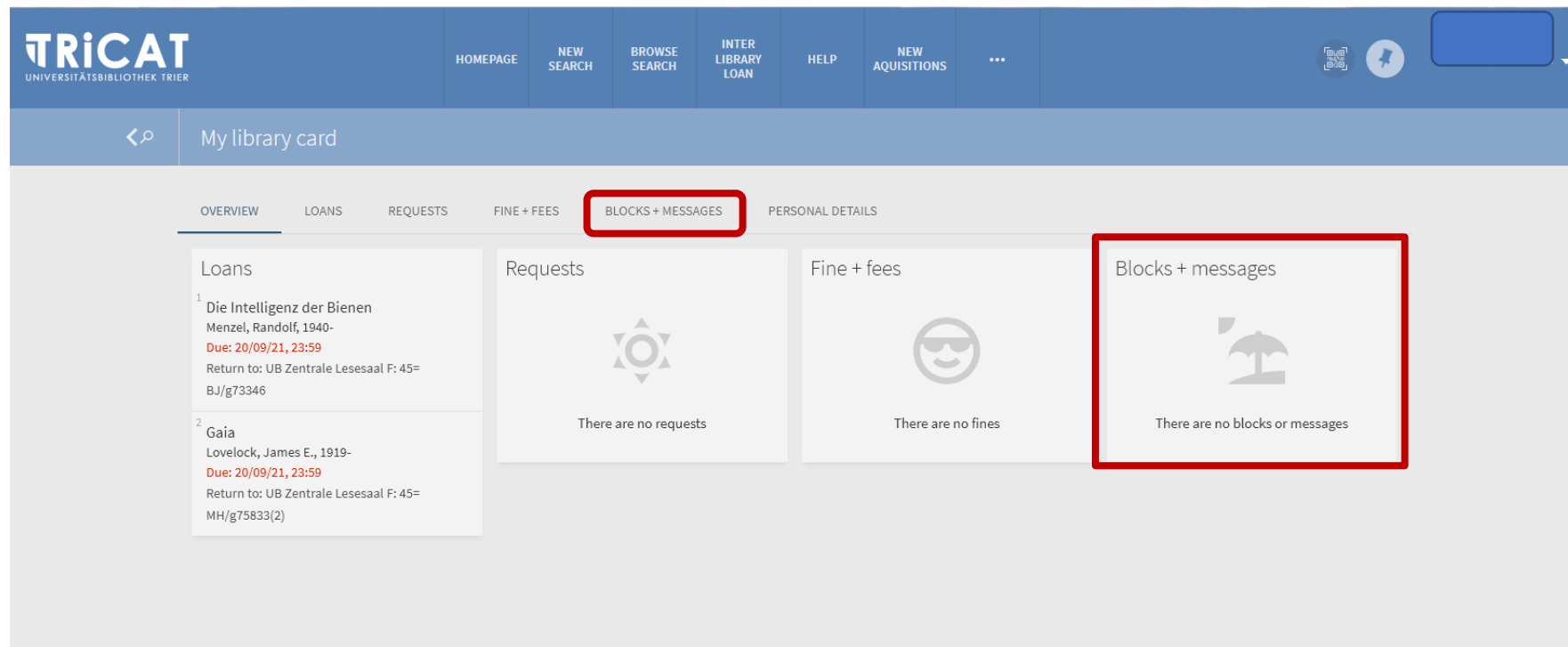
This is a TUKAN pay machine which is located near the library entrance .



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.

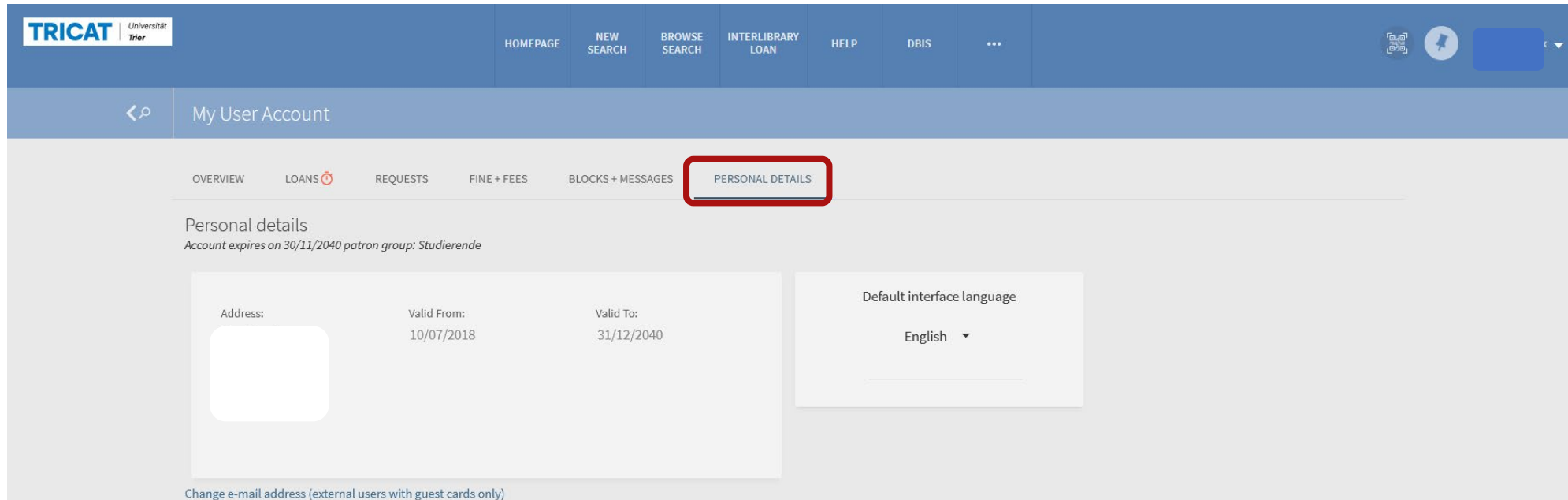
In the case of charges that have been in place for more than half a year, the block must be lifted again at a circulation desk (also at the circulation desk in reading room F).



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

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.



The screenshot shows the TRICAT user account interface. The top navigation bar includes links for HOME PAGE, NEW SEARCH, BROWSE SEARCH, INTERLIBRARY LOAN, HELP, and DBIS. The main content area is titled 'My User Account' and features a tabbed interface with 'PERSONAL DETAILS' selected and highlighted by a red box. Below the tabs, the 'Personal details' section shows the account expiration date as 30/11/2040 for the 'Studierende' group. A table displays the user's address (redacted), valid from date (10/07/2018), and valid to date (31/12/2040). A dropdown menu for the 'Default interface language' is set to 'English'. A link at the bottom allows users to 'Change e-mail address (external users with guest cards only)'.

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

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

