

## Library Usage Guide Karlsruhochschule Summer Term 2022

- valid from May 2022 until further notice.

**Access to the library:** The library is open Monday to Friday.

### **Service hours:**

<b>Monday</b>	<b>2 pm - 6 pm</b>
<b>Tuesday</b>	<b>9 am - 5 pm</b>
<b>Wednesday</b>	<b>9 am - 5 pm</b>
<b>Thursday</b>	<b>9 am - 5 pm</b>
<b>Friday</b>	<b>1 pm - 6 pm</b>

In case of need outside these times, please request access to the library and also register your loans at the Service Desk.

### **Library Workplaces and loan**

#### **Access to the Library Quiet Study Area only during service hours!**

- **Each library user disinfects workplace before leaving.** The material for this purpose is provided in the library area.
- **The hygiene concept of the university** as well as the general hygiene rules of the Corona regulation must be followed.

### **Borrowing and Usage**

- **Checking out items** takes place at the **library desk** or at the **service desk** during the service times.
- **Reference copies and journals** can be used **on site** during the service hours at the marked library workplaces in the Quiet Study Area, copiers/scanners are available in front of the library.
- **Loan copies** can be borrowed during the service times at the library desk or the service desk. **The loan period is 2 weeks.**
- **Bachelor's and Master's theses print versions** can be viewed on site during the service times.

## Orders and Pick-up

- To place an order for loan copies from the library collection, please send an email to [library@karlshochschule.de](mailto:library@karlshochschule.de). We will check if a loan copy is available and answer within 48 hours on weekdays.
- The loan is processed at the library desk on the 1st floor.

## Reservations

- Loan copies that are already out on loan can be reserved. We will send you an e-mail when the book is available. Please wait for our mail.

## Prolongation of loan periods

- If you need a borrowed book for more than 2 weeks, please send us an email [library@karlshochschule.de](mailto:library@karlshochschule.de) 1-2 days before the expiry of the loan period. We will check the request for prolongation and if there is no reservation on the book, the loan period will be prolonged by 2 weeks. We will confirm the extended return date by mail.

## Interlibrary loan

- You can order interlibrary loans as usual via our online interlibrary loan portal. Check out the item during the service times. Please wait for our mail.

## Returns

- Returns can be made contactless as usual in the **Return-Box** next to the Library Desk on the 1st floor.