

Library Usage Guide Karlsruhochschule

- valid from March 15, 2021 until further notice

After the latest [Corona regulation of the state of Baden-Württemberg has been published in the version valid as of March 8, 2021](#), we will continue to offer you our lending and pick-up service for pre-ordered books. Our digital offerings and the electronic copies of the Bachelor's and Master's degree programs are still available to you around the clock from home.

New: From now, a limited number of workplaces are available to you on site again, only be used by appointments in advance. The number of library users who may be present at the same time is limited.

Access to the library areas

Access is allowed only with booking a workstation or with an appointment to pick up a loan.

- Check-out takes place at the library desk on the 1st floor. For this reason, a pick-up appointment has to be booked.
- Time slots of 30 minutes each must be registered to book a workplace; up to 4 time slots may be booked consecutively if space is available.
- Please send your **appointment request** at least 2 working days before by mail to us: library@karlsruhochschule.de. The requests will be checked on weekdays between 8 am - 5 pm. Please wait for our answer. The individual appointment is bindingly booked when it is being confirmed by mail.
- The booked workplace may **only be used for individual work**, working in a group is excluded.
- The following time slots are available for appointment selection*:

Monday	8 - 17 h
Tuesday	9 - 18 h
Wednesday	14:30 - 18:30 h
Thursday	13 - 17 h

*Deviations will be announced

The library behavior (and throughout the building)

- Avoid contact, please keep a minimum distance of two meters from any other person.
- Follow **one-way signs** in the building to avoid cross traffic as much as possible.

- Mandatory wearing of **special mouth to nose mask** (FFP2/medical masks) is required. The mask requirement applies throughout the building, including at the workplace.
- Every library user **disinfects his/her workplace** before leaving. Materials for this purpose will be provided in the library areas.
- Mandatory **data collection**: every library user please use the form that can be filled out **by scanning a QR code**. You can find the QR code at the library counter. Alternatively, you can find a paper form there.

Borrowing and Usage

- **Reference copies and journals** can be used on site with a pre-booked individual appointment at an assigned workplace, copiers/scanners are available there.
- **Loan copies** can be borrowed during the pre-booked individual appointment or with on-site pick-up appointment. **The loan period is 2 weeks.**
- **Interlibrary loan items** can be borrowed with on-site pick-up appointment.
- **Bachelor's and Master's theses print versions** can be viewed on site with pre-booked individual appointment at a workplace.

Orders and Pick-up

- To place an order for loan copies from the library collection, please send an email to library@karlshochschule.de. Please let us know at least 2 days in advance which items you would like to borrow. We will check if a loan copy is available and answer within 48 hours on weekdays to arrange a pick-up appointment with you.
- 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 and arrange a pick-up appointment. 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 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. To check out the item, please make an pick-up appointment with us. 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.