

## Library Usage Guide Karlshochschule

### Summer Term 2024

- valid from March 2024 until further notice.

#### Access to the library:

**Monday to Friday 7am – 10 pm**

#### Service hours and Lending times at the Library Desk:

**Monday to Friday 9 am – 5 pm**

Lending always offered at the Service Desk as well.

Library service and circulation on need also by appointment.

#### Borrowing and Usage:

- **Checking out items** takes place at the **library desk** or at the **service desk** during the Service hours.
- **Reference copies and journals** can be used **on site** in the Quiet Study Area. or via a **registered Short Loan** during Service hours throughout the whole campus.
- **Copiers/scanners** are available in front of the library and on all floors.
- **Loan copies** can be borrowed during the Service hours 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.