

# Information for using KIT-Bibliothek Süd

## LIBRARY CARD

Besides being used to borrow books, the library card also serves as a door opener after 7 pm and at weekends. Furthermore, it can be used as a payment card for fees.

## LOCKERS

Use of the lockers in the basement of the new library building is optional and requires a valid library card. The lockers must be cleared after a maximum of 24 hours, otherwise high fees will be charged.

## BOOKS AND JOURNALS

Current printed literature is shelved systematically by subject groups and is accessible in the reading rooms and the textbook collection.

## SEARCHING FOR LITERATURE

The *KIT catalog* lists all resources available in printed or electronic form in the KIT Library system. It includes information on the location or download options of the required item. You can view new acquisitions of the KIT Library and send purchase suggestions. In addition to specific search requests, *browsing by subject* is also possible. *Subject specific databases* allow searching for literature irrespective of the KIT Library's holdings.

## VISITING THE LIBRARY FOR THE FIRST TIME

Webpages and information about KIT Library services and events can be found at [www.bibliothek.kit.edu/english/](http://www.bibliothek.kit.edu/english/) in the chapter „For new students“.

## BORROWING BOOKS

**How can I borrow books?** Recent literature can be found on the open shelves in the reading rooms and the textbook collection. Older resources have to be ordered from the closed stack and will then be placed in the pick-up shelf on the ground floor of the old library building for you. Please issue all books at one of the self-issue terminals before leaving the library. Interlibrary loan books are already issued to your account.

**How long can I borrow a book?** The initial loan period is one month. Ten days prior to the end of that period you may extend it by another month, provided the book has not been reserved by another user. As soon as the loan period has expired, you will receive an overdue notice including a fine.

**Where can I return books?** Please return all books (including interlibrary loan books) at one of the self-service return machines on the ground floor of the new library building.

**How can I check my library account?** Whether you want to check your library account, find out about the status of ordered books or extend your loans – you can access your library account and carry out activities by simply clicking on “My account” on the KIT Library website.

## JOURNALS

The majority of the KIT Library’s journals is now available electronically and can be accessed at any of the internet pcs in the reading rooms or – with an account of the Steinbuch Centre for Computing (SCC) – at home. Printed journals are for reference use only and cannot be taken out of the library.

## WHERE DO I PAY FEES?

Fees, e.g. late fines, can be paid at any of the pay stations on the ground floor of the new library building, using your library card.

## OPENING HOURS

The KIT-Bibliothek Süd is open 24 hours a day, also on weekends and holidays. The information desk is open: Mon–Thu 9 am–7 pm, Fri 9 am–3pm, the online chat is open: Mon–Fri 9 am–3pm.

## Contact

Karlsruhe Institute of Technology (KIT)  
KIT Library  
Straße am Forum 2  
76131 Karlsruhe, Germany  
Phone: +49 721 608-43109  
Fax: +49 721 608-44886  
Email: [infodesk@bibliothek.kit.edu](mailto:infodesk@bibliothek.kit.edu)  
[www.bibliothek.kit.edu](http://www.bibliothek.kit.edu)

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## Issued by

Karlsruhe Institute of Technology (KIT)  
President Professor Dr.-Ing. Holger Hanselka  
Kaiserstraße 12  
76131 Karlsruhe  
[www.kit.edu](http://www.kit.edu)

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