



## LIBRARY RULES

***Please help us create a good work atmosphere in the library!***

Please be quiet while you are in the library so that others can concentrate on their work. Keep your phones and notebooks on silent.

Please refrain from eating in the reading rooms and only bring beverages in closed containers. Keep the study spaces clean and put any material you no longer need back onto their appropriate shelves or onto the book trolleys.

If you leave your study space for a break, please place a 'time disk' on your table.

## ADVICE, GUIDED TOURS, AUDIO GUIDE

### Courses and Consultation Services

The KIT Library offers a differentiated range of courses and consultation services. The courses are generally free of charge and open to all.

For current dates and details of courses during the ongoing semester, please refer to the calendar of events on the library website.

### Guided Tours

At the beginning of each semester, guided tours are offered specifically for new students. Alternatively, you can also use our audio guide to familiarize yourself with the library.



[www.bibliothek.kit.edu/  
english/advice-courses.php](http://www.bibliothek.kit.edu/english/advice-courses.php)



## CORONA CRISIS

Due to the Corona crisis, there may be changes in library services. You can find current information on the library website.

## LINKS AND CONTACT

A collection of useful links for new students can be found on the homepage of the KIT library on the Internet. If you have any questions or requests, you are welcome to contact the staff at the information desks at any time.

### Contact

KIT-Bibliothek Süd / Information desk  
Straße am Forum 2, 76131 Karlsruhe  
Phone +49 721 608-43109 / -43111  
Opening hours information desk:  
Mon – Fri 9 am – 7 pm, Sat 9 am – 12:30 pm

### Online

✉ [infodesk@bibliothek.kit.edu](mailto:infodesk@bibliothek.kit.edu)  
🌐 [www.bibliothek.kit.edu](http://www.bibliothek.kit.edu)  
f <https://www.facebook.com/KIT.Bibliothek>  
t <https://twitter.com/KITBibliothek>

### Issued by

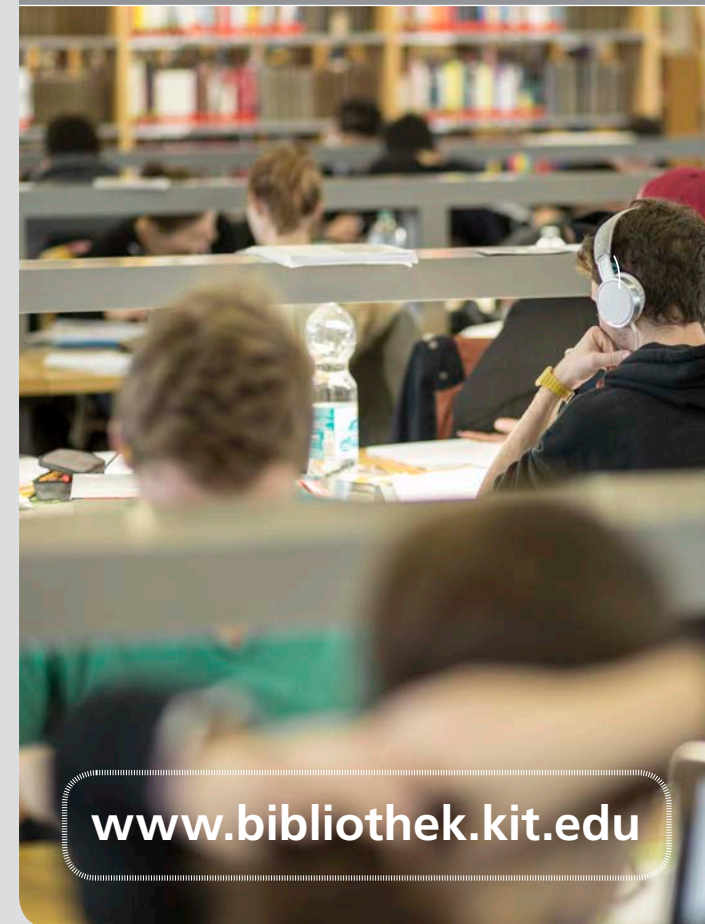
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# Information for New Students

KIT Library for Newcomers

KIT LIBRARY



[www.bibliothek.kit.edu](http://www.bibliothek.kit.edu)



## THE KIT LIBRARY

The KIT Library is the main library of Karlsruhe Institute of Technology (KIT). Beside the two central libraries at Campus North and Campus South, there are several subject and faculty libraries. In addition, KIT Library administrates the Library of Karlsruhe University of Applied Sciences (FBH) as well as the Library of Baden-Württemberg Cooperative State University Karlsruhe (FBD).

## KIT-BIBLIOTHEK SÜD

### Collections. Learning & Working

Current literature is freely accessible in the four reading rooms. Each reading room provides cross-linked, modern and well-equipped study spaces as well as printers, scanners and copiers. The textbook collection on the ground floor / first floor of the old building contains multiple copies of frequently requested textbooks. Free study spaces can be found via the 'Seatfinder' on the library website. Furthermore, there are group study rooms available, some of which are reservable.



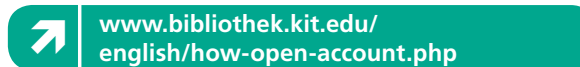
### Opening Hours

KIT-Bibliothek Süd is a 24-hour library and is open around the clock. The combination of a special book security system and automated self-service machines for issuing and returning books enables use of the library by day and night.



## KIT-CARD

For full access to all services offered by the KIT Library, the KIT-Card must be activated as a library card once. Beside book loans, the card also serves as a door opener after 7 pm and on weekends. Furthermore, it can be used as a payment card for fees and acts as a key for the lockers in the basement of the new building.



## SEARCHING FOR LITERATURE

KIT-Katalog Classic contains all media printed or electronically available at the KIT Library locations. KIT-Katalog Plus is an extension of KIT-Katalog Classic. It also includes journal articles.

## LOANS AND LIBRARY ACCOUNT

### How can I borrow books?

Current literature can be found on the open shelves in the reading rooms or the textbook collection. Older materials must be ordered from the stacks and will then be deposited in the pick-up shelf on the ground floor of the old building. Please use the self-issue desks to borrow your books before leaving the library. Books from the interlibrary loan station are already issued to your account. Of course you can also order books from the FBH and the FBD or borrow them directly on-site.



## LOANS AND LIBRARY ACCOUNT

### How long can I borrow books for?

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. The loan period can be extended up to five times.

Please note: If you overdraw the loan period, you will receive an overdue notice including a fine.

### Where can I return books?

Please return all books (including books from other locations or interlibrary loans) at one of the self-service return machines on the ground floor of the new 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.

## FINES

Fees, e.g. late fines, can be paid at any of the pay stations on the ground floor of the new building, using your library card. Please make sure there is enough money on your card beforehand.

Money transfers are possible at the cash-to-card machines in the library or in the Mensa.