

# Information for using the KIT Library North

## KIT LIBRARY

### LIBRARY CARD

KIT employees can use the KIT card as their library card. External and private users may obtain a library card on request.

### FINDING LITERATURE

#### **KIT Library catalog**

The KIT Library catalog lists books, journals and electronic media of the KIT Library and the decentralized libraries of KIT as well as electronic full texts licensed by the KIT Library. You will also find information about the location and possibilities to download the literature you are looking for. Users may also browse new books and specific subject areas or make book suggestions to optimize our holdings.

#### **Specialized databases**

Via specialized databases, you may search for articles of journals, books and other publications within one or more fields of study outside the KIT Library stock.

### BORROWING BOOKS

#### **How can I borrow books?**

Take your favored book from the reading room. Present it with your library card to the library staff and they will issue the book to you. Via the KIT catalog, you can order directly from your workplace any lendable items. Your ordered items will then be delivered by internal mail.

#### **How long may books be borrowed?**

The loan period is one month. Ten days prior to the due date, you may renew all items by another month, if the items have not been reserved yet. A warning will be sent and a fine assessed for overdue books.

## Where can I return books?

You may return all books personally to the KIT Library North or send them by internal mail. The data will then be deleted from your library account.

## How can I check my library account?

Account statements, orders, or loan extensions – major information or activities around your library account may be obtained under My Account – on our homepage.

## PERIODICALS

Most of the periodicals of the KIT Library are available electronically. You can use them from your working place, the KIT Library North, or – with an KIT account of Steinbuch Centre for Computing (SCC) of KIT – at home. Printed periodicals are located at the reading room. Periodicals cannot be borrowed.


## STANDARDS

All DIN standards, VDI regulations, and AD-2000 information sheets can be found in full text via the "Perinorm" database (see KIT Library catalog).

## DELIVERY SERVICES

Literature that is not available at the KIT Library can be ordered via inter-library loan. The supply service LEA delivers articles from printed journals of the KIT's main libraries directly to your working place without costs.

## REFERENCE LIBRARIES

The KIT Library offers reference libraries (purchase orders), i.e. standardized purchasing and delivery services for research and office literature for all employees of KIT. Click the KIT Library website at  [www.bibliothek.kit.edu/cms/english/reference-libraries.php](http://www.bibliothek.kit.edu/cms/english/reference-libraries.php).

## WHERE DO I PAY FINES?

Any charge, e.g. overdue reminder fines, can be paid with your library card at the pay station.

### Opening hours

Monday to Thursday 8.00 – 18.30

Friday 8.00 – 17.00

### Contact

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