

# Information for using the KIT Library South

## KIT LIBRARY

### THE LIBRARY CARD

Besides being used to borrow books, the card also serves as a door opener after 19.00 and on weekends. It can also be used as a payment card for fees, e.g. late fines.

### LOCKERS

The use of the lockers is optional. They are located in the basement of the new library building. Any valid library card may be activated as locker key at the info terminal in the basement free of charge.

The locker must be cleared after a maximum of 24 hours. If not done so, high fees will be charged.

### FINDING LITERATURE

#### **KIT Library catalogue**

The catalogue lists all books, periodicals, journal articles and electronic resources of both the KIT Library and the decentralized libraries of the KIT, as well as electronic full texts licensed by the KIT Library. You will also find information about the location and options to download the literature you are looking for.

In addition to specific search requests, you can also browse by subject, search for the library's new acquisitions or send us an acquisition suggestion.

#### **Specialised databases**

These may be used to search for journal articles, books or other publications within one or more subjects, irrespective of the KIT Library holdings.

## BORROWING BOOKS

### How can I borrow books?

Recent literature can be found in the self-service shelves in the reading rooms and the textbook collection. Less up-to-date resources, however, have to be ordered from closed stacks and will then be placed in the open collection shelf on the ground floor of the old library building for you. Please register all books on your library account at any issue terminal before leaving the library. Books taken from the interlibrary loan terminal are already registered on your account.

### How long may books be borrowed?

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 hand in all books (including interlibrary loans) at one of the return terminals on the ground floor of the new library building. The data will then be deleted from your library account.

### 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 check all important information regarding your library account and carry out activities by simply clicking on "My Account" on the KIT Library website.

## PERIODICALS

The majority of the KIT Library's periodicals is now available electronically and can be used at any of the workplaces in the reading rooms or – with an account of the Steinbuch Centre for Computing (SCC) – at home. Printed periodicals are located in the central shelves of the reading rooms. They cannot be taken out of the library.

## WHERE DO I PAY FINES?

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 of the information desk

Mo – Fr: 9.00 – 19.00

Sa: 9.00 – 12.30

### Contact details

Phone +49 721 608-43109 / -43111

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