

## Welcome to the physics' library!

### key authorization

- Staff members of the physics' institutes can apply for a library key at the institute's secretary.
- If the librarian is absent you may take friends and colleagues with you to the library for research reasons.
  - The key holder is responsible for guests and their behaviour in the library.
  - The physics building closes at 8 pm during semesters and 7.30 pm during semester break. Afterwards, people without a key for the exterior doors are only allowed to stay in the building (and therefore in the library) when in the company of a staff member in charge. The instructions of the security & closing service must be followed.
- You are not allowed to let strangers into the library.
- Please close the doors and switch off the lights if you leave the library last.

You have to comply with the library's regulation of the physics' library out of opening hours as well.

### Library holdings

As of 2017 our new acquisitions will be displayed in the catalogue of the university library. Section by section, the older holdings will be added.

- The total book stock of our library is only recorded in the card index (information on how to use the card index available).
- Books bought since 1999 are registered online: <http://www.thp.uni-koeln.de/intranet/b> (only accessible via intranet)
- E-books and online journals are activated through the wireless network that covers the entire campus and are provided by the university library: <http://www.ub.uni-koeln.de/usbportal?service=searchmask&mode=ext>
- Journals:
  - There is a list of all print journals and their location available to consult in the library as well as online ([http://www.thp.uni-koeln.de/intranet/Zeitschriftenbestaende\\_Bibliothek.xls.pdf](http://www.thp.uni-koeln.de/intranet/Zeitschriftenbestaende_Bibliothek.xls.pdf), only accessible via intranet).
  - You can access all online journals which are activated for the University of Cologne via the "Elektronische Zeitschriftenbibliothek (EZB)": <http://ezb.uni-regensburg.de/fl.phtml?bibid=USBK&colors=7&lang=de&notation=U>

### new acquisitions

- New acquisitions are available to consult in the library for one week during semesters and two weeks during semester break.
- You may borrow those books just after the date announced (post-it above the books).
- However, you must use the books within the library; please place them back to the presenting area after reading.

### **Borrowing a book / journal**

- Books and journals have to stay within the physics building, you can take them to your office, but you are not allowed to take them from the premises.
- You can borrow books for up to 3 weeks; in agreement with the librarian you can renew your loan if there is nobody else requesting the item.
- You might be asked for immediate return, if someone else needs the book; please then return it within two days.
- Book loans
  - Fill in the book card at the end of the book legibly (date, institute, room number, name).
  - Put the card inside the wooden box; take one of the blue cards which display the return date.
  - The librarian will sort the book card to its proper place in the loan box.
- Journal loan
  - You are not allowed to borrow unbound issues.
  - Bound journals can be borrowed on a daily basis – you must return them the same night.
  - Fill in a placeholder (Zeitschriften-Stellvertreter) – you will find these next to the lists of print journals – and place it the appropriate space on the journal's shelf.

### **Returning a book / journal**

- Find the book card in the loan box (sorting: by signature/shelfmark and in alphabetical order within).
- Cross out your name on the card.
- Insert the book card back to the book.
- Leave the book on the table – the librarian will return it to its proper shelf position.
- Bound journals can be returned to their shelves by yourself, please don't forget to remove the placeholder.

### **Contact**

If you have any questions I am happy to help – either in person in the library, on the phone (-4210) or via e-mail ([librarian@thp.uni-koeln.de](mailto:librarian@thp.uni-koeln.de)).

Ute Graffenberger (librarian)