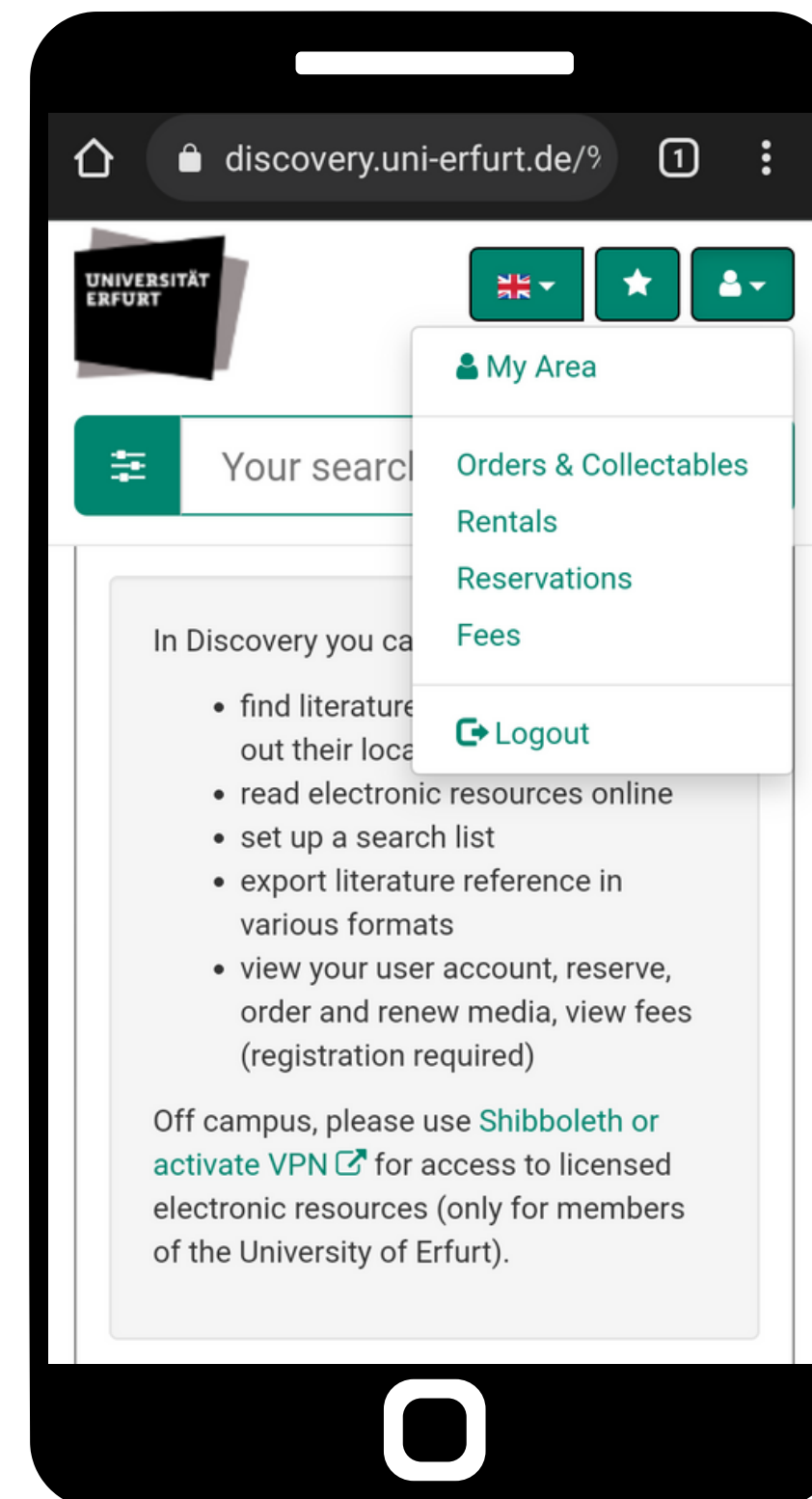


**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

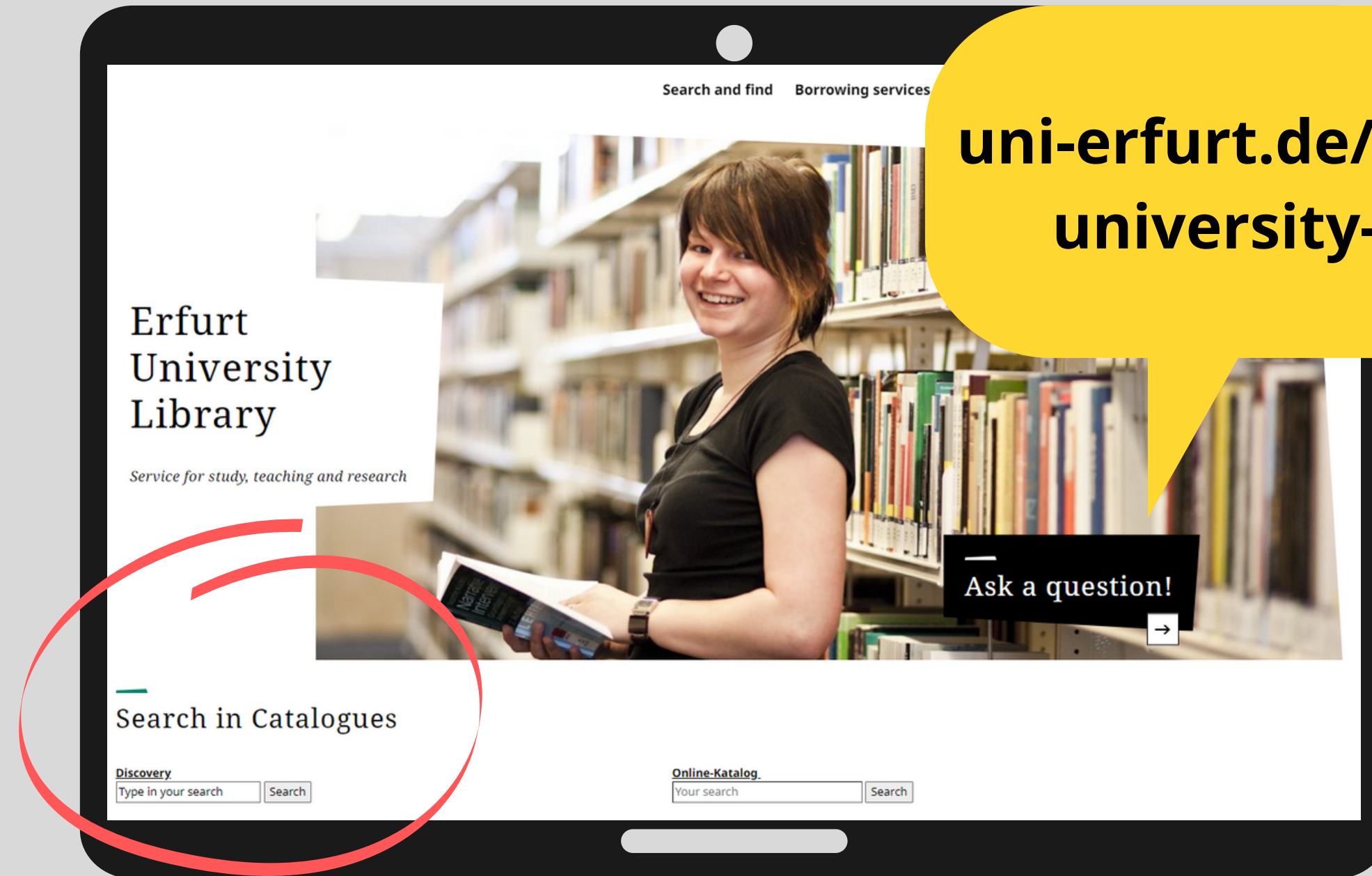


**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

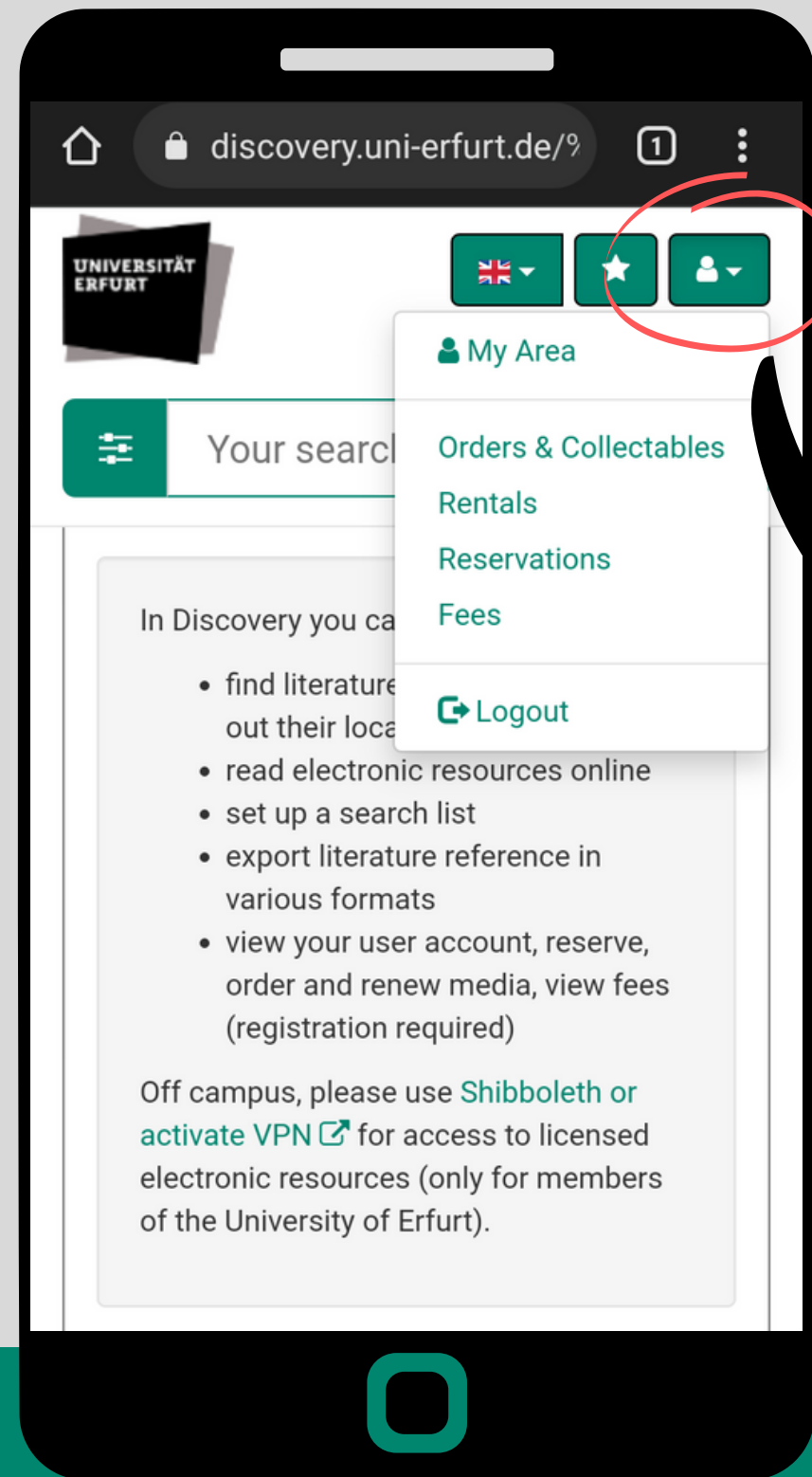
Access to the library account



After registration at the library, a library account (= user account) is automatically set up for you. You can access your library account **via the library catalogues.**



Library account



Login

Login Discovery

User number

Password

Cancel Login

User number = number on thoska or library card (0547...)

Password = date of birth in the form DDMMYY



Library account

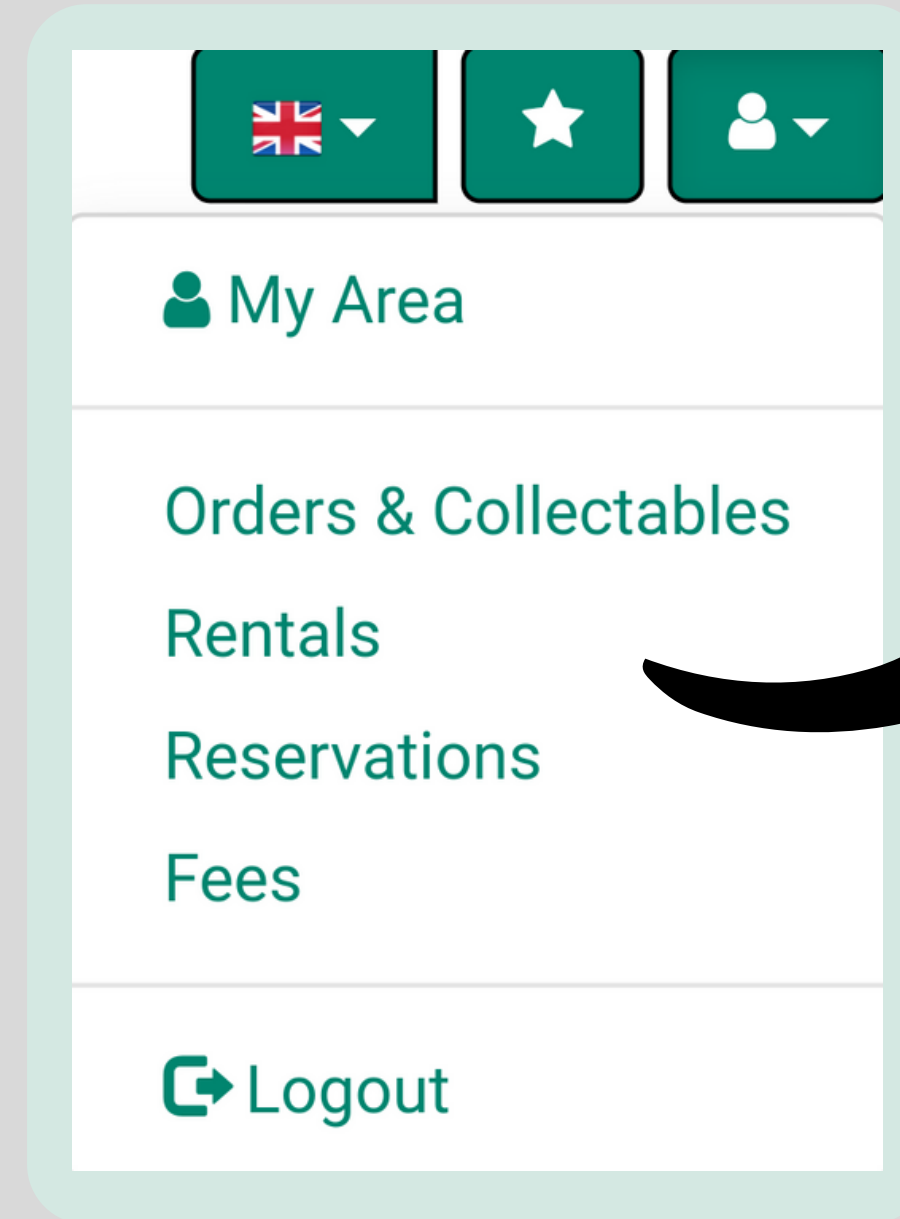
My Area - various features



Collectable orders
and
reservations

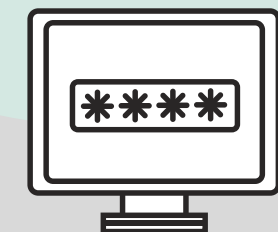


Checking
outstanding
fees



Possibility of
renewals

Possibility to
change the password



You can check your library account by yourself.
You can renew your books at "**Rentals**".

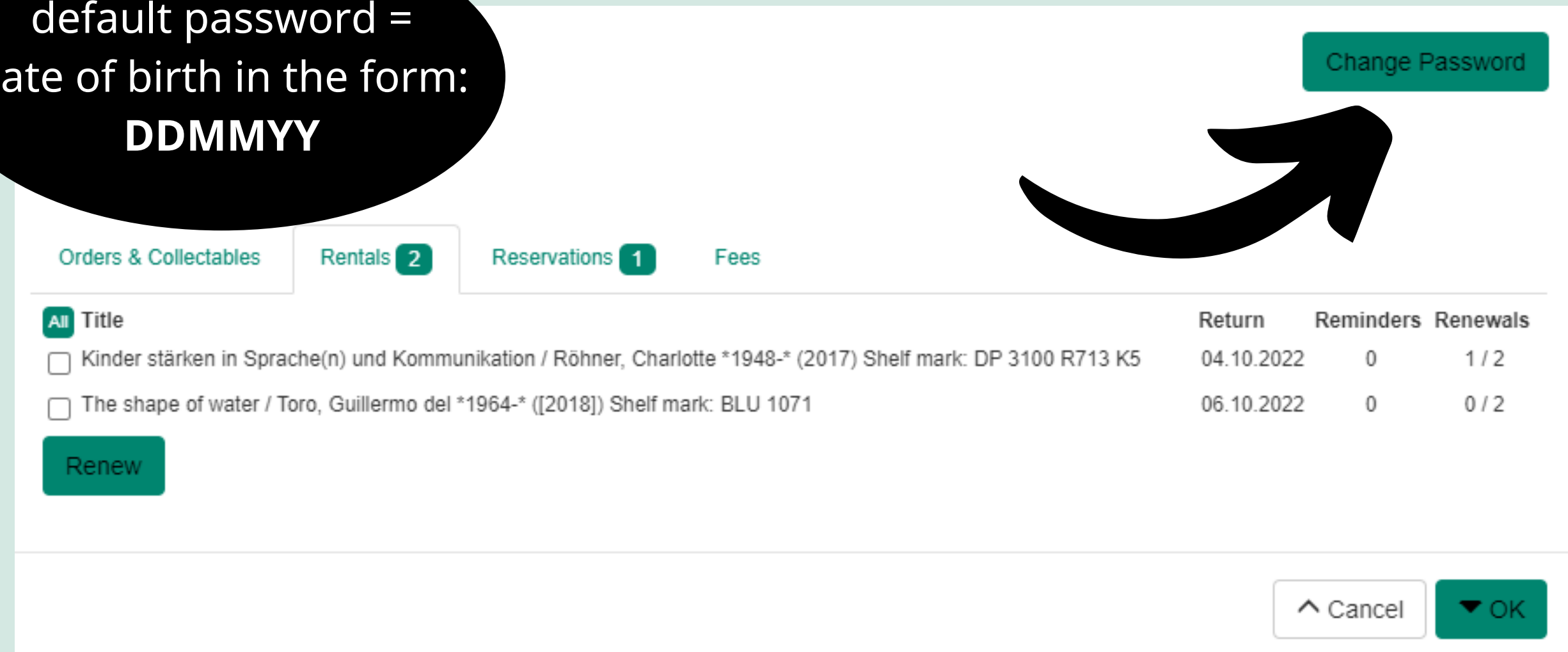
**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

Change password

default password =
date of birth in the form:
DDMMYY



The screenshot shows a library account dashboard with several tabs: 'Orders & Collectables', 'Rentals 2', 'Reservations 1', and 'Fees'. Below the tabs is a table with columns for 'Title', 'Return', 'Reminders', and 'Renewals'. Two items are listed in the table, each with a checkbox. A 'Renew' button is located below the table. At the bottom right of the interface, there are 'Cancel' and 'OK' buttons. A large black arrow points from the 'Change Password' button in the top right corner of the interface towards the text in the callout bubble.

All	Title	Return	Reminders	Renewals
<input type="checkbox"/>	Kinder stärken in Sprache(n) und Kommunikation / Röhner, Charlotte *1948-* (2017) Shelf mark: DP 3100 R713 K5	04.10.2022	0	1 / 2
<input type="checkbox"/>	The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071	06.10.2022	0	0 / 2

You can change your password in the library account as well, which should be **at least 4 digits long**. If you forgot your password, feel free to contact the service desk on library's ground floor.

UNIVERSITÄT
ERFURT

Universitätsbibliothek

Library account

Orders & Collectables



Username: Change Password

Name

E-mail:

Address:

Expires:

Note: Your orders/reservations are collectable at desk for 7 days

Orders & Collectables **2** Rentals **4** Reservations **1** Fees

Date	Title	State	Desk
08.09.2022	FL: Wie geht Demokratie? / Kühlewind, Rainer Shelf mark: B/191635	collectable	Issue desk Erfurt
08.09.2022	The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071	collectable	Issue desk Erfurt

^ Cancel ▼ OK

Collectable books from the closed stacks or the Gotha Research Library will appear in your library account with the **status "collectable"**.

**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

For collectable books
from the closed stacks
or the Gotha Research Library
you will not receive
an additional e-mail.



For interlibrary loans and
reservations you receive
an additional notification
by e-mail.

Please note: You will not be additionally informed about all order activities by e-mail.

UNIVERSITÄT
ERFURT

Universitätsbibliothek

Library account

Rentals

Username:
Name
E-mail:
Address:
Expires:

Change Password

Orders & Collectables Rentals **2** Reservations **1** Fees

All Title

Kinder stärken in Sprache(n) und Kommunikation / Röhner, Charlotte *1948-* (2017) Shelf mark: DP 3100 R713 K5

The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071

Renew

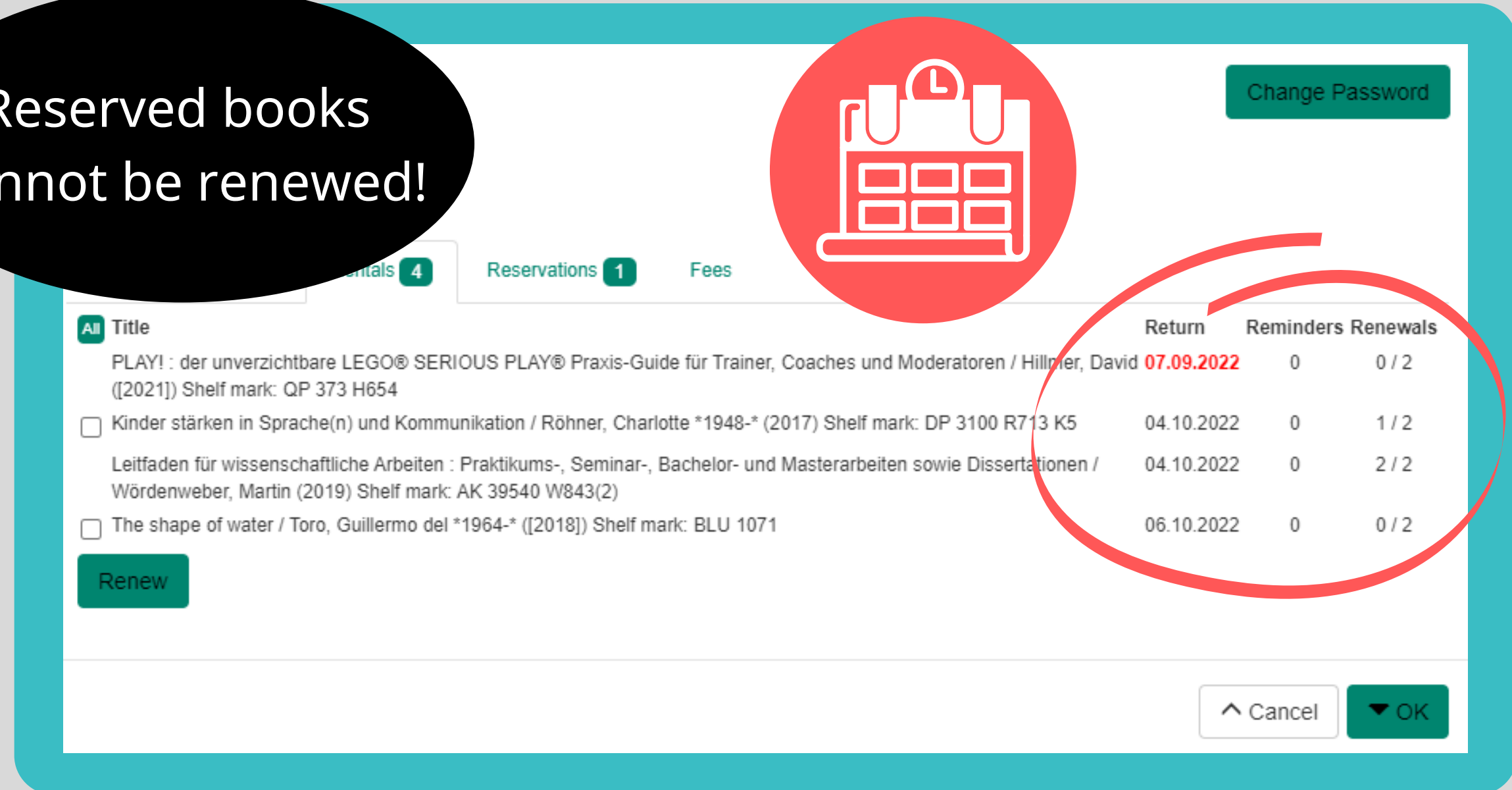
Return	Reminders	Renewals
04.10.2022	0	1 / 2
06.10.2022	0	0 / 2

^ Cancel OK

Under the tab "Rentals" you check your loan periods.
The **loan period can be renewed twice**, if the item has not been reserved by another person.

When is a renewal not possible

Reserved books
cannot be renewed!



Change Password

Reservations 1 Fees

All	Title	Return	Reminders	Renewals
<input type="checkbox"/>	PLAY! : der unverzichtbare LEGO® SERIOUS PLAY® Praxis-Guide für Trainer, Coaches und Moderatoren / Hillmer, David ([2021]) Shelf mark: QP 373 H654	07.09.2022	0	0 / 2
<input type="checkbox"/>	Kinder stärken in Sprache(n) und Kommunikation / Röhner, Charlotte *1948-* (2017) Shelf mark: DP 3100 R713 K5	04.10.2022	0	1 / 2
<input type="checkbox"/>	Leitfaden für wissenschaftliche Arbeiten : Praktikums-, Seminar-, Bachelor- und Masterarbeiten sowie Dissertationen / Wördenweber, Martin (2019) Shelf mark: AK 39540 W843(2)	04.10.2022	0	2 / 2
<input type="checkbox"/>	The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071	06.10.2022	0	0 / 2

Renew

Cancel OK

In the example above, one book has **already been renewed twice** (=2/2) and another was **not delivered in time** (marked red).

So a further renewal is not possible.

UNIVERSITÄT
ERFURT

Universitätsbibliothek

Library account

Reservations



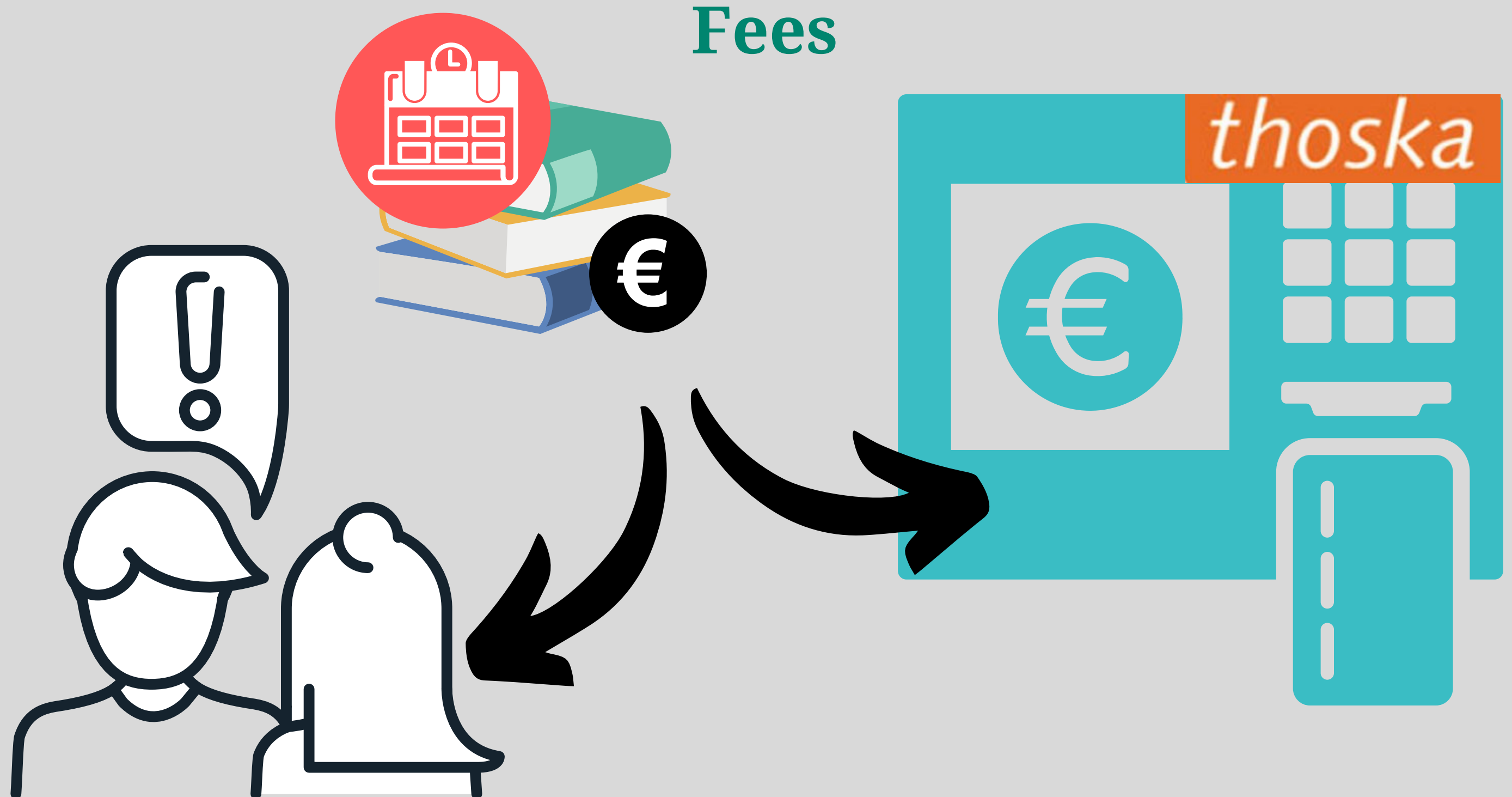
Date	Title
06.09.2022	Necropolitics / Mbembe, Achille *1957-* (2019) Shelf mark: MK 2700 C793

As soon as the reserved book is ready for collection, you will receive an **notification by e-mail**.

Here you could cancel your reservations as well.



Library account



Overdue fees are charged if items (books from the university library and interlibrary loans) are not returned in time. Please pay fees at **the self-service payment machines or in cash at the service desk.**



Library account

Lending period

Sun	Mon	Tue	<u>Wed</u>	Thu	<u>Fri</u>	<u>Sat</u>
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Borrowable media can be taken home for **28 days** and **renewed up to two times** if needed.

**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

Fees for overdue books

1st overdue notice

= € 1,50 per book

10 days

2nd overdue notice

= additionally € 2,50 per book

10 days

3rd overdue notice

= additionally € 4 per book

Before the second or third overdue notice is sent, there is a **period of ten days within** which items can be returned or renewed at the service desk.



**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

Check list

- ✓ You can access your library account via the library catalogues: uni-erfurt.de/en/erfurt-university-library
- ✓ You can check your library account by yourself and can renew your books twice.
- ✓ You will not be additionally informed about all order activities by e-mail. You can check it in your library account.
- ✓ Borrowable media can be taken home for 28 days.
- ✓ Overdue fees are charged if items are not returned in time, from the very next day. So please check your loan periods regularly.

**UNIVERSITÄT
ERFURT**

Universitätsbibliothek

Library account

For further information



Search and find **1** →

Borrowing services ↓

2 New users ↓

Erstsemester

Registration

Library card: thoska

Notifications by e-mail

Library account

uni-erfurt.de/en/erfurt-university-library



We are here to help.

Mon - Fri at the service desk

0361 - 737 5800

information.ub@uni-erfurt.de

uni-erfurt.de/en/erfurt-university-library

**UNIVERSITÄT
ERFURT**

Universitätsbibliothek