



## Information for users

### Registration

For borrowing books or any other media you need a library card. To register at the library please bring the following documents:

- Erfurt University students: student ID (thoska) and identity card/passport
- Erfurt University staff: staff ID (thoska), checklist personnel department, identity card/passport
- all other applicants: identity card or passport and residence permit (Meldebestätigung)

Your account is protected by a password, the default setting is your date of birth: ddmmyy

### Borrowing media

By searching the [online-catalogue](#) or the [search portal](#) you can see if books or other media are available on open shelves in the reading room or have to be ordered from the closed\_stacks. Requests from the closed stacks can usually be made via our catalogue or search portal and are available within 3,5 hours (Erfurt University Library) and 3 days (Gotha Research Library).

Media for loan can be collected at the issue desk, items not for loan will be available at the information desk in the reading room or at the special collections reading room. Not for loan are:

- journals and newspapers
- books from reserve book collections
- reference works

Books and journals published before 1851 can be used in the special collections reading room.

### Lending periods and fees

Borrowing books and other media is free of charge. The lending period for books is 28 days, for other media 7 or 28 days. Two days before the end of the lending period you will be sent a reminder by e-mail.

Overdue fees charged for not returning media in time:

1. notice: 1,50 €/item
2. notice: 2,50 €/item (in addition)
3. notice: 4,00 €/item (in addition)

### Renewals

Renewals can be made via your library account, by e-mail or by telephone. Renewals are possible twice unless

- the item has been reserved by another user
- the end of the lending period has been exceeded

### Reservations

You can reserve books currently on loan to another user. As soon as the item is available you will receive a free notification by e-mail.

### Returns

Books and other media can be returned during all opening hours of the library.

### Contact us

UB Erfurt

☎ (03 61) 7 37-58 00

✉ information.ub@uni-erfurt.de

FB Gotha

☎ (03 61) 7 37-55 40

✉ bibliothek.gotha@uni-erfurt.de

[www.uni-erfurt.de/bibliothek/](http://www.uni-erfurt.de/bibliothek/)