Please leave your bags, backpacks, briefcases etc. in the lockers (operated by a 2 €-coin or two 2 €-coins). Do not leave your belongings in a locker overnight.

Baskets are available for carrying books etc. inside the library.

Exception: You may take non-alcoholic beverages into the library (not, though, into the manuscript reading room). These beverages must be in containers with secure lids, such as bottles and flasks. You may not take beverages in to-go cups into the library.

Remember also to switch your mobile phone to silent mode.

Do not mark or underline text in library books. Put the books back on the shelves at the exact place where they belong.

Please do not bring animals into the library.

Please adhere to the university library’s house rules and to the rules for accessing the internet from library computers.

Universitätsbibliothek Augsburg
Universitätsstraße 22
86159 Augsburg

Phone: 0821 598-5320 (central information desk)
www.bibliothek.uni-augsburg.de

For all enquiries, you may also use the online information service available from our website.

Opening hours
Central Library and all branch libraries
(Humanities, Social Sciences, Natural Sciences)

Monday - Friday 08:30 a.m. - 12:00 midnight
(Social Sciences Library: 08:00 a.m. - 12:00 midnight)
Saturday 09:30 a.m. - 12:00 midnight
Sunday 10:00 a.m. - 10:00 p.m.
Public holidays closed (including all holidays falling on a Sunday)

Circulation desks:
Monday - Friday 08:30 a.m. - 10:00 p.m.
(Social Sciences Library: 08:00 a.m. - 10:00 p.m.)
Saturday 09:30 a.m. - 05:00 p.m.

Book return (via circulation desk or book return bin):
Monday - Friday 07:30 a.m. - 12:00 midnight
Saturday 09:30 a.m. - 12:00 midnight
Sunday 10:00 a.m. - 10:00 p.m.

Information:
Monday - Wednesday 08:30 a.m. - 04:00 p.m.
(during lecture period: 6:00 p.m.)
Thursday 08:30 a.m. - 06:00 p.m.
Friday 08:30 a.m. - 02:00 p.m.
(during lecture period: 4:00 p.m.)

Issuing of CAMPUS CARDS (Central Library):
Monday - Wednesday 08:30 a.m. - 04:00 p.m.
Thursday 08:30 a.m. - 06:00 p.m.
Friday 08:30 a.m. - 02:00 p.m.

Manuscript reading room and media centre:
Monday - Thursday 08:30 a.m. - 12:00 noon
01:00 p.m. - 04:00 p.m.
Friday 08:30 a.m. - 12:00 noon
Augsburg University Library

Augsburg University Library is a centralized library system consisting of the Central Library and three branch libraries (Humanities, Social Sciences, Natural Sciences). About 50% of the library’s holdings are on open access, shelved by subject. The other 50% are stored in stacks which are not open to users.

CAMPUS CARD (library card)

You are welcome to enter the library and use the books on open access even if you do not hold a CAMPUS CARD (library card). You will need a CAMPUS CARD, though, if you wish to borrow books, request books from the stacks, or request books via interlibrary loan.

If you are a student at Augsburg University, you will automatically receive a CAMPUS CARD. If you are a staff member of Augsburg University, please enquire with ZEBRA, the service department of the Augsburg University data processing centre.

In all other cases, fill in the online form available on our website and collect the CAMPUS CARD (at the earliest on the following day) from the information desk in the Central Library. Please produce either a German identity card / passport or written confirmation by the registration office that you have a permanent address in Germany. Note that you must be over 16 years of age.

CAMPUS CARDS are issued
Monday - Wednesday 8:30 a.m. - 4:00 p.m.
Thursday 8:30 a.m. - 6:00 p.m.
Friday 8:30 a.m. - 2:00 p.m.

OPAC (online catalogue)

The online catalogue of Augsburg University Library (OPAC) lists all items of our holdings (apart from manuscripts). It is accessible from terminals located throughout the library and also via internet. In addition, it lists many more media, such as the holdings of other Bavarian libraries.

The shelf mark assigned to each item tells you if an item is on open access or it is stored in the stacks. If the item is on open access, the shelf mark also helps you to track it down in the library.

Borrowing and requesting items

Unless you are a university staff member, you may borrow most of the items on open access only overnight (8:00 p.m. - 10:00 a.m.) or over the weekend (Friday 3:00 p.m. - Monday 10:00 a.m.). University staff members may borrow most books in the open access collection for longer periods for use in their campus offices.

The so-called textbook collections (shelfmarks beginning 17, 170, 171, 175) consist of multiple copies of basic or introductory books on open access which may be borrowed for four weeks by students and by non-university card holders.

Most books from the stacks (mainly books with shelfmarks beginning 01 or 00) may be borrowed for four weeks by all card holders (journals: two weeks). These items, however, must be requested in advance via OPAC. For this purpose, click on ‘bestellbar’ in the OPAC.

You will be notified by e-mail when you may pick up these items at the circulation desk in the Central Library or the Natural Sciences Library.

Please remember to return borrowed items in time or to renew them by using the renewal function of your library account (accessible via OPAC). Otherwise, you will be charged a fine.

Copying, scanning, printing

To operate most of the facilities for copying, scanning and making printouts in the library, you need a CAMPUS CARD which has been charged beforehand.

There are also some cost-free scanning facilities, which you may use even if you do not hold a CAMPUS CARD. Just bring along your own USB stick or flash card for storing the scans.

Internet and electronic media

The internet may be accessed from numerous terminals throughout the library. You need, though, a CAMPUS CARD if you want to use these terminals, and usage is restricted to 3 hours per day for non-university card holders. There is a small number of terminals from which you may access the OPAC even if you do not hold a CAMPUS CARD.

You may access the WLAN of Augsburg University if you are either affiliated to Augsburg University or to an institution participating in eduroam. If this is not the case, you may use @BayernWLAN.

Augsburg University Library offers a large variety of electronic media (e-books, e-journals, databases). All of them may be retrieved from the OPAC. Databases are also listed in the Datenbank-Infosystem (DBIS), and e-journals in the Electronic Journal Library.

Please note that many of the e-books and e-journals may only be accessed from the campus of Augsburg University, or if you have installed a VPN client on your personal device. The VPN client is available for download from the university’s data processing department if you are affiliated to Augsburg University.

Interlibrary loan; document delivery

For items not available from Augsburg University Library, card holders can place interlibrary loan requests online via OPAC. You may also use the subito document delivery service (higher fees; library card not required). For further help, please turn to our staff.