



## Rosenheim University of Applied Sciences

Hochschulstr. 1, 83024 Rosenheim

<http://www.fh-rosenheim.de/live/einrichtungen/bibliothek/default.htm>

Tel.: 08031/805-170 (Head Librarian)

08031/805-178 (Loans)

08031/805-175 (Inter-library loans)

08031/805-177 (Fax)

e-mail: [bibliothek@fh-rosenheim.de](mailto:bibliothek@fh-rosenheim.de)

## 1. General

The library is a central facility of the University and is open to all members of the University. Admission will also be granted to others with an academic interest.

The use of the library is subject to the General Library Regulations of the Bavarian State Libraries (Allgemeine Benützungordnung der Bayerischen Staatlichen Bibliotheken, ABOB) of 18.08.1993 (GVBl. p. 635ff). These regulations are available for consultation at the information desk or on the library's website. The use of the library and its loan facilities are free of charge.

Cloakroom lockers are available in the library entrance hall. They are free of charge but require the insertion of a refundable 1-Euro coin and may be used for a maximum of three days. The library accepts no responsibility for lost or damaged items.

A photocopier and scanner are available for use in the library.

Library tours can be arranged on request. Please contact us to arrange a suitable date.

## 2. Opening hours

Mon, Tue, Thur	8 am – 6 pm
Wed, Fri	8 am – 12 am

Times may vary in vacation. The current opening hours can be found on the library's website.

## 3. Library card

To borrow books you will need your student identity card together with your refectory or library card. Your card is non-transferable. The library accepts no responsibility for misuse. Please notify the library **immediately** if you lose your card or change your **name**, your **postal** or **email address**.

## 4. Borrowing books

The first time you borrow a book you will be required to present your current student identity card together with your cafeteria or library card. Non-members of the University may borrow a limited number of media on presentation of their identity card or passport.

Books and diploma theses are available for loan unless they are designated for reference only. Theses can be ordered from the archive for use the following day. Media may be borrowed for a period of four weeks, with the exception of CD-ROMs, which may be borrowed for one week only and cannot be renewed. Books may be renewed for further four-week loan periods by telephone, post or online via [InfoGuide](#).

[bibliothek/default.htm](#)) unless they have been reserved. Reservations for books on loan can be placed at the issue desk or via our website. If you wish to be notified by email when the reserved book is available, please let the issue desk have your email address, otherwise you will be notified by post.

Fines will be charged if media are not returned or renewed on time, in accordance with the Fees and Charges Law (Kostengesetz, KG) of 17.12.1956 (BayBS II, p.442), amended Jan. 1984. A charge of 7,50 EUR will be made for the first reminder. Your user account will be frozen until the overdue media have been returned and the outstanding fines have been paid.

If you let us have your email address, you will receive a preliminary reminder a few days before your books are due for return. For this reason we ask you to make sure you notify us of any change in your email address.

## **5. Inter-library loans**

Library users may use the inter-library loans service to order books and periodical articles not held by the library.

The inter-library loans desk is located in the periodicals reading room.

## **6. Please treat our books with care!**

Media borrowed from the library must be treated with care and may not be passed on to third parties or taken on extended journeys. You will be charged for replacing lost or damaged media. The library accepts no responsibility for damage caused by improper use of media (e.g. computer diskettes) on private electronic equipment.

## **7. Our website**

<http://www.fh-rosenheim.de/live/einrichtungen/bibliothek/default.htm>

Information on the following topics together with the appropriate forms can be found on our website

- [loan renewal](#)
- [inter-library loans](#)
- [book purchase suggestions](#)
- [literature searching facilities](#)
- [document delivery services](#)
- [list of periodicals](#)
- [electronic periodicals library](#)
- [contact details](#)

### **7.1 Your user account**

You can use the online catalogue to manage your user account, in order to renew books for example. You will need your user number and password. Your user number is the one to the left of the barcode on your cafeteria card (**not** the one above the barcode). Your password consists of the first four digits of your date of birth in the form: DDMM

## **8. Like to know more?**

The library staff will be glad to help.

## HOLDINGS

### Facts and figures

The Library of Rosenheim University of Applied Sciences was founded in 1971.

The library currently contains 60,000 volumes, 5,000 diploma theses, 240 periodicals, 1,500 standards and 200 videos,; the latter can be viewed in the library.

All the **books** held by the library are indexed in the [InfoGuide](#), the [online catalogue](#). The location of each book is indicated by the call number in the OPAC. The holdings are on open access. Books with the OPAC code 01 can be borrowed; 011 indicates books available on three-day loan. Books with the code 05 are for reference only.

Current [periodicals](#) and the latest bound volumes are shelved in the reading room. A full list of all periodicals is on display there. The annual indexes to most periodicals are shelved together. Older bound volumes are in the archive and can be ordered for delivery to the library the following day. Periodicals are for reference only.

In the periodicals reading room you can search for **periodical articles** using the [databases](#) or the internet. You can also access the [Bavarian Library Network\(BVB\)](#) database from the reading room to search for literature in the holdings of all the universities and institutions of applied sciences in Bavaria. Books found in the BVB can be ordered via the inter-library loan service.

Access to a range of databases on CD-ROM is available in the library reading room. The electronic data and text material on the CD-ROMs can be searched using a variety of search methods. The user interfaces on most of the CD-ROMs are self-explanatory. You can print out search results for your personal use on the local printer.

A complete index of [periodicals](#) and CD-ROMs is available in the library or on our website. Selected databases listed on the website can be accessed from within the University network.

We hope you enjoy working in the library and wish you every success!

Your library team

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