YOUR LIBRARY CARD

TIB, the world's largest specialised library for science and technology and the University Library of Leibniz Universität Hannover, enables you to work with unique collections. You can use your library card at any of our five sites to gain access to a total of nine million media items, which you may use or borrow. The library card has a variety of functions. With your library card, you can

• Borrow items
• Gain online access to media available electronically
• Copy, scan or print
• Operate the cloakroom compartments and 24-hour lockers
• Participate in university sports and
• Use all Hannover Online Library System (HOBSY) libraries.

HOW CAN YOU OBTAIN A LIBRARY CARD?
First, register online at www.tib.eu. Then collect your library card in person. In order to do this, take your ID or a passport with a certificate of registration from the regulatory agency to one of the library sites.

HOW MUCH DOES A LIBRARY CARD COST?
The fee for a library card is €5. Leibniz Universität Hannover students are exempt from paying the fee if they present their valid student ID upon registration. The library card is valid for two years, after which it can be renewed free of charge.

HOW CAN YOU GET HOLD OF THE ITEMS I REQUIRE?

Search the University Library catalogue using the setting “TIB FOR THE LEIBNIZ UNIVERSITÄT HANNOVER” at the TIB Portal www.tib.eu. Once you have found the specialist literature you require, there are several options open to you:

USE SPECIALIST LITERATURE LOCALLY AT ALL SITES OR BORROW IT
• Several media, such as journals or conference proceedings, may only be used in the reading room (reference material).
• Many media items can simply be taken off the shelves. These can then be borrowed using the self-checkout terminal. If no such terminal is available or if you have any questions, our staff at the Circulation Desk will be happy to assist you.
• If the media you require are stored in the closed stacks, you can request them via the TIB Portal and then collect them from the Circulation Desk at the respective site. This process will take around 90 minutes.
• Any items that you have reserved can also be collected from the Circulation Desk.

PHOTOCOPY DELIVERY SERVICE
TIB offers members of Leibniz Universität Hannover a photocopy delivery service for non-loanable material from the TIB Reten site and non-loanable journals from the TIB Technik/Naturwissenschaften (Science/Technology) site. The media required will be scanned and sent to email addresses from the domain @uni-hannover.de (including subdomains) within 3 working days. The €2 fee for this service will be posted to your charge account.

ONLINE ACCESS
Media available electronically can simply be downloaded.

TIB DOCUMENT DELIVERY
Are you in urgent need of specialist literature from the fields of science and technology? Then use our fee-based TIB document delivery. You can pick up the documents you need in 3, 24 or 72 hours. Our Customer Service is available by phone at +49 511 762-8989 or email at customerservice@tib.eu.

INTERLIBRARY LOAN: HOW DOES IT WORK?
Would you like to order media and articles that are not available at TIB? Then you can request an interlibrary loan. To do this, please note the following:

• You will need an interlibrary loan account. Please ask a member of staff at the Circulation Desk to set up an interlibrary loan account for you.
• Please pay the fees onto your interlibrary loan account. Only then will the interlibrary loan be possible. It costs €1.50 for each request.
• Submit your interlibrary loan request online via the “Gemeinsamer Verbundkatalog” (www.gbv.de).
• The media you have requested will be sent to the specified site.
• You will be sent an email as soon as the media are ready for collection.
• The loan period is determined by the library that owns the media; it cannot be extended.
• After use, you can return any media procured for you via interlibrary loan to any TIB site.
LOAN PERIOD

The loan period is usually four weeks. Shorter loan periods (14 days, three days, overnight or over the weekend) apply for some media.

Loan periods and due dates can be extended via your user account for a maximum of six times. Alternatively, you can call +49 511 762-3376 or send an email to request an extension.

Loan periods for reserved media, short-term loans (three days or less) and media procured via interlibrary loan cannot be extended.

RETURNING ITEMS

Items can be returned to any TIB SITE and to a number of OTHER LIBRARIES IN HANNOVER. Media borrowed from TIB via INTERLIBRARY LOAN may be returned to any TIB site. Media borrowed overnight or over the weekend must be returned to the site where they were obtained. If an item is overdue, a fee-based reminder will be sent. The fine is determined by the Rules relating to Fees.

Do you have any questions about the library and the services it offers? Would you like to find out more about how to go about using books and journal articles? Or do you require assistance in the search for an item? We’ll be happy to help. Simply contact a member of staff at the Information Desk at any of the sites during service times. They will provide support in all matters concerning the use of the library.