

## Terms of Use / Lending Conditions

Each loan is made via *StudiCard* (Student ID card), which is also your library card. The loan period for books is 4 weeks and can be extended a maximum of four times in succession, provided there are no reservations.

**Important:** During possible extended loan periods, the loan period is reduced to a maximum of four weeks on reservation opening.

When returning media, the Student ID is not mandatory.

**Extensions** can be made individually online, by phone, by e-mail or directly in the library. They must be made in due time.

Late media cannot be renewed. After return and payment of the fee, they can be borrowed again.

Students in the practical semester or in the thesis phase may extend eight times.

Journals (in exceptional cases) and books marked with a yellow dot belong to the reference collection and may only be borrowed until the next working day (3:00pm-9:00am). Theses, if available, can be borrowed under the normal lending conditions.

**Please note:** Exceeding the loan period results in a late fee of € 2.50 per five library opening days and per item. In the case of reference media, this fee is € 2.50 per working day or part thereof.

## INTERNET, MULTIMEDIA

You can reach the homepage of the library via the link:

<https://www.th-bingen.de/campus/einrichtungen/bibliothek/th-bibliothek-bingen/>

It provides you access to the online catalog, access to a selection of e-books and other introductory information

**Library regulations**  
**Interlibrary loan**  
**Periodical stock**  
**Subject, Topic**  
**Keyword index**  
**Staff**

You can access the library's offer, especially to the electronic media, on our intranet site:

[https://intranet.th-bingen.de/fuer\\_studierende/einrichtungen/bibliothek](https://intranet.th-bingen.de/fuer_studierende/einrichtungen/bibliothek)

(Login via Shibboleth required) The library's intranet site is a portal and toolbox for researching books, periodicals, articles, standards, patents, and theses. Take your time to explore the possibilities!

In the library's reading room you will find two additional research PCs, two tablet computers, a book scanner for data stick storage, and a microfiche reader.

## Literature Search

The online catalog contains the library's stock of books, periodicals, and electronic media in the form of title and holdings data: <https://opac.ub.uni-mainz.de/DB=11/LNG=EN/>. With the simple or advanced search, researches are possible regarding content and formal aspects.

**Theses** of the TH-Bingen are also recorded in the online catalog and can be searched, for example, by lecturer, title, keyword or study program.

At the bottom of our website, among "Downloads und Links", you will find the **keyword index**. More than 2000 keywords indicate the shelf location in the form of the red subject group number of a subject area. You will also find an alphabetically ordered list of all **journals** available at TH-Bingen, a subject heading index, further informations about library regulations, fees and much more.

Via the **intranet page** of the library:

[https://intranet.th-bingen.de/fuer\\_studierende/einrichtungen/bibliothek](https://intranet.th-bingen.de/fuer_studierende/einrichtungen/bibliothek)

you can search in numerous international electronic journals under the menu item "Medienrecherche" =Media research.

## Media stock

### Books and e-books

The library holds around 50,000 media units, including an approximate 7000 e-books. The main focus lies on accompanying literature on the subject areas of „Life Sciences and Engineering“ and "Technology, Computer Science and Economics". In addition, general and scientific basic works are offered as well as literature on applied special fields. In the open access area there are approx. 25,000 volumes openly accessible and arranged according to subject groups.

### Journals

Our online catalogue provides access to several thousands of electronic periodicals. Around 100 periodicals (yearbooks, journals, etc.) are stocked. The latest volumes are available in alphabetical order in the periodical cabinets in the open access area. Older volumes are stored in the archive and can be consulted on request.

### Standards, loose leaf compilations

DIN standards, VDE and VDI guidelines are available in the lending area. Subject-related loose-leaf works can also be found there. Standards and loose-leaf collections cannot be borrowed yet copied by means of the book scanner in the reading room.

## Interlibrary loan

Books or articles from periodicals and collected works that unavailable in our library can be ordered from other libraries via interlibrary loan. This is done with an interlibrary loan slip which can be sent as a PDF file via e-mail or completed directly in person at the library.

The following order details are required:

- **Book order:**  
Author, subject title, year of publication and place of publication.
- **Essay / Article order:**  
Title and year of source (journal, collective work), author of article, title, page number, issue number.

Interlibrary loan costs € 2.00 for students and € 4.00 for other users per order. As a rule, the requested item arrives after 3-10 working days. For books, an extension is possible depending on the specifications of the lending library.

## Library tours

At the beginning of the semester, the library offers brief introductions to library use on a daily basis. In addition, comprehensive introductions to library and media use are appointed on request.

# Library TH-Bingen

## Important information about the use of the library

**Media stock**  
**Online Catalogue**  
**Lending**  
**Internet offers**  
**Multimedia**  
**Interlibrary loan**  
**Library tours**

**University of Applied Sciences**  
**Bingen**  
**Library**  
**Berlinstraße 109**  
**55411 Bingen**

### Opening hours:

Mo.-Fr.: 8:00 am to 4:00 pm

Tel.: 06721 / 409-326 Management

**Tel.: 06721 / 409-327 Lending**

Mail.: [Bibliothek@th-bingen.de](mailto:Bibliothek@th-bingen.de)