

NEWBIE?

Julius-Maximilians-
**UNIVERSITÄT
WÜRZBURG**

**UB
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**UNIVERSITY
LIBRARY OF
WÜRZBURG**





Welcome to the University Library of Würzburg. The library is open to everybody. We provide students and academics with the literature they need for their work. Members of other higher education institutions and people from the city and region can also use our services.

Newsletter

Subscribe to our newsletter and stay well informed at all times. <https://go.uniwue.de/ubnewslettereng>

Registration

You need a library card to borrow our items. Are you studying at the University of Würzburg? Then your student ID also serves as your library card.

Students at the University of Applied Sciences Würzburg-Schweinfurt (FHWS) can get their student ID activated at our circulation desk in the lobby of the Main Library.

Even if you are not studying or working at the University of Würzburg, we will gladly issue you a library card.

There is a one-off deposit of €7 in cash. Use our online form to apply for it or come to our circulation desk.

<https://go.uniwue.de/librarycard>



User Account

The library card is always linked to a personal user account. From the My library account section of our catalogue you may view your current loans, orders and hold items. Check your library account also for due dates and to renew on-loan items.



Your user number is printed on your library card (11 digits). Your initial password is your date of birth DDMMYY (e.g. *05-08-1996 → 050896). Please replace it immediately by a more secure password of your own choice.

Loan periods

You can check the loan period of your items in your user account. You can renew your books twice, each time for 4 weeks, within five days before the due date. If another borrower has placed a request for a book, loans cannot be renewed.

Please remember to return your items in time.

Did you add an e-mail address to your account?

If one of your books is due for return we will send you a reminder.

If the loan period has expired, the book cannot be renewed. Please return the item immediately. If you have already received a chargeable letter notice of overdue material, you will have to pay late charges.

The Catalogue

Our online catalogue is your first stop to locate books and other items of our collections. The catalogue is freely accessible online.

The results of your search query are displayed in two separate lists: *Catalogues* and *Articles & more*.



The image shows a search interface with a search bar containing the text 'plagiarism' and a 'Search' button. Below the search bar, it says 'Your search request: Basic Search = plagiarism'. There are two result boxes: 'Catalogues (235)' and 'Articles & more (155047)'. Below the 'Catalogues' box is an upward-pointing arrow and the text 'Items of our collections'. Below the 'Articles & more' box is an upward-pointing arrow and the text 'Scientific articles of journals or books that are not necessarily available in Würzburg'.

Learn more about how to find and manage information by taking a look at our videos, tutorials and courses.
<https://go.uniwue.de/ubcourses>

How to borrow printed material

The initial loan period for all books is 30 opening days. Each item has a shelfmark that helps you find the book in the reading rooms. Please also note the current loan status in the catalogue:

- You can fetch **available items** from the shelves in the reading rooms by yourself and take them to one of our self-service machines for check-out.
- Items that are **not for loan** can only be used in the reading rooms.
- You can **reserve items** that are on loan via our catalogue.
- You can **order items** from our stacks via our catalogue.
- Items of our departmental libraries (Teilbibliotheksbestand) are **not always available for loan**. Please check the websites of the respective library.



Use of electronic items

In the catalogue, the electronic items are marked with a full text button. The accessibility is indicated by different colours. Some items are freely available but most can only be accessed from within the network of the University of Würzburg.

If you are studying or working at the university, you have a JMU account and can use it to connect to the university network from home via VPN.

If you do not have a JMU account, you can use a computer workstation in the Main Library to access most of the licensed electronic media.

Use of special collections

Our holdings also contain unique and valuable special collections. These include manuscripts, incunabula and early printed books. As a regional library, we also collect literature from and about Lower Franconia. You can view the items requiring particular protection in the Special Collections Reading Room.





Computer workstations

If you are studying or working at the university, you can use your JMU account to log in.

You don't have a JMU account?

Before your first login, you have to activate your account in the User Portal (from the age of 18):

<https://user-portal.rz.uni-wuerzburg.de>



Example user identifier

User number: 07987181514

(s. library card)

User identifier: *ub07987181514*

Example initial password

Lisa Bauer, born 05.08.1996

Initial password: *Li-05.08.1996*

Please replace your initial password by a more secure password of your own choice.

Under *Applications* you can add your e-mail address for activating the password reset.

You can now use your user number (ub079...) and your updated password for the library computer workstations.



Places to study

In the Main Library as well as in the departmental libraries there are various workplaces. Choose between quiet study workstations in the reading rooms, individual and group study rooms or computer workstations in the lobby.

Wi-Fi

The study rooms and library lounge are provided with Wi-Fi:

BayernWLAN → open network

eduroam → secure network for staff and students with a JMU account

Printing, Copying and Scanning

To use our multifunctional copiers, you need a library card (e.g. your student ID) with which you pay for your copies/printouts. You can print PDF and JPG files directly from your USB flash drive and make colour scans for free. You can top up your library card at the top-up machines e.g. in the Main Library.

Courses and events

In addition to our courses on search strategies and reference management, we offer a varied program, from readings and exhibitions to guided tours for everyone. Check the current calendar of events on our website. <https://go.uniwue.de/event>



Questions?

We're happy to help! Ask us at the information desk or book a meeting with us to answer your individual questions. <https://go.uni-wue.de/bookalibrarian>

Departmental Libraries

The current opening hours of the Main Library and the departmental libraries can be found on our website. The library is closed on public holidays.

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www.bibliothek.uni-wuerzburg.de



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