



BOOK LOCKBOXES, BOOK CARRIAGES, WORKING CABINS

At University Library at Central Campus you have the possibility to store your borrowed media in book lockboxes on the 4th floor (reading area) or in lockable book carriages.

Working cabins are available at all library locations. They can be rented primarily by BTU students and staff members for scientific writing. Keys can be received during service hours at the service desk. The loan period corresponds to other borrowable media.

LIBRARY OF THINGS

Our ['Library of Things'](#) provides a collection of useful items (e.g. picture scanner, travel plug adapter), that you perhaps don't want to buy because you don't need them permanently or something that you just want to try out for once. You can borrow these items on presentation of your valid library / students ID for a period of 2 weeks. A renewal is possible - for this please present the borrowed item at our Information & Service Desk.



CONTACT

E bibliothek+ausleihe@b-tu.de

University Library at Central Campus

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BTU Cottbus - Senftenberg
ICMC - University Library
Platz der Deutschen Einheit 2
03044 Cottbus

Library Location Senftenberg

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BTU Cottbus - Senftenberg
Library location Senftenberg
Universitätsplatz 1
01968 Senftenberg

Library Location Cottbus-Sachsendorf

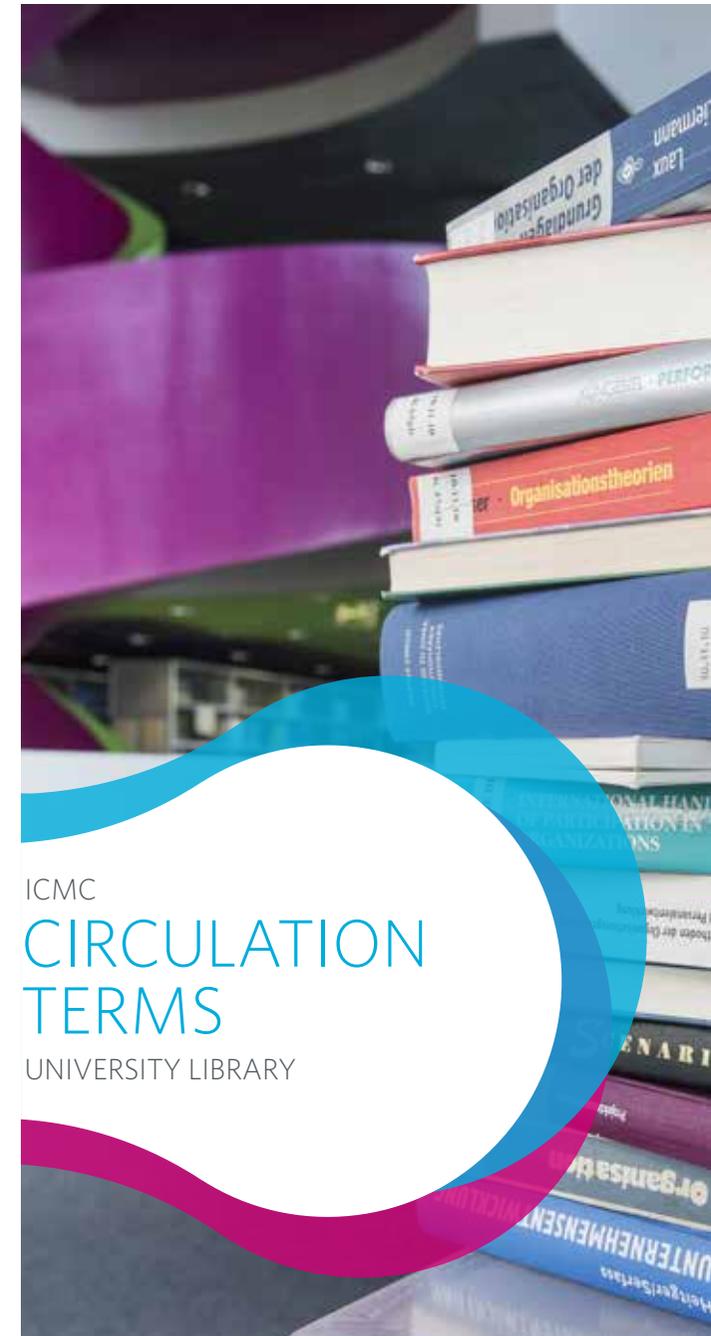
T +49 (0)355 5818 303

BTU Cottbus - Senftenberg
Library location Cottbus-Sachsendorf
Lipezker Straße 47, building 7
03048 Cottbus

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CIRCULATION TERMS

HOLDINGS

In [LAUBERT](#) (Lausitzer book & e-media research tool) you can search within the stock of BTU University Library (covering more than 1 million sources) and additionally within more than 75 million online-publications. LAUBERT offers different features such as searching for literature, generating lists of favourites or ordering inter-library loans. From LAUBERT, you can access and manage your library account.



LIBRARY ACCOUNT

Check the state of your library account as follows:

- Go to LAUBERT home page <https://b-tu.de.kobv.de>
- Select your library location
- Click ‚Log in‘
- Enter your library user number and password (pre-set for your first log-in: your date of birth, 6 digits: ‚ddmmyy‘)

PASSWORD

The default password is day, month, year (ddmmyy) of your date of birth. For security reasons, you should change this password immediately after your first log-in to [LAUBERT](#). Your secure password should consist of at least 6, maximum 12 digits. Together with your library user number, this password enables your registration in LAUBERT.



FORGOT YOUR PASSWORD?

In case you forgot your password, you have (for the present) to click to "Old Catalogue". Here, a click to "log on" leads you to the button "Forgot your password?". After submitting, you will receive an e-mail with your new password.

LOAN PERIOD

The basic loan period is four weeks. It can be renewed as long as there is no reservation by another user. Exceptional loan periods are possible.

RENEWAL OF LOAN PERIOD

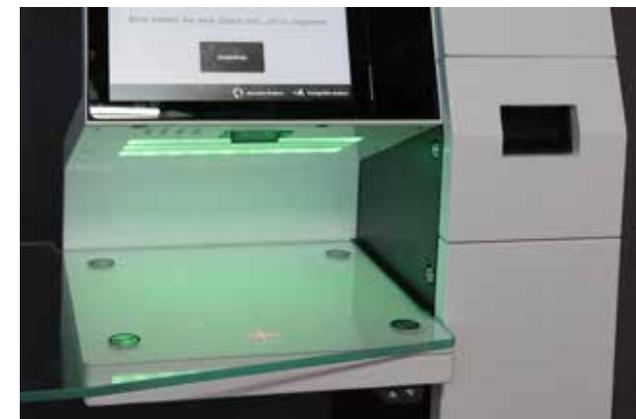
The loan period of borrowed media will be automatically renewed three times by the library system. For further renewals we ask you to present the media at the Information & Service Desk. An online-presentation is possible at a date fixed in advance. Please contact bibliothek+ausleihe@b-tu.de. A renewal can be called off in case of a reservation by another user.

EXCEEDING TERMS

When a loan period is exceeded, reminder fees will be charged automatically without prior warning by the library. Fees comply with the tariffs in force.

PAYING FEES / PAYMENT STATION

Library fees can be paid by cash at the Information & Service Desk. At University Library at Central Campus and Library Location Senftenberg, payment stations are available, which alternatively allow library fees to be debited from your charged library user / students card. For charging it with money, please use our card charging unit.



SELF-CHECK-OUT

In order to book your loans, you can use our self check-out terminal during the entire opening time.

RESERVATIONS

Via library catalogue, you can place reservations for media borrowed by other users. Click ‚on loan until...‘ in the status column. Enter your library number and password.

ORDERS FROM STACK OR OTHER LIBRARY LOCATIONS

Media from the stack ('Magazin') or from another library location than your own can be ordered via LAUBERT. Click to the button 'Availability' and then to 'Recall this'. Select your library location and enter your library user number and password.

CLICK & COLLECT

Our Click & Collect Service is an easy way to order literature per [online order form](#) to your selected library location. You will get an e-mail, as soon as your order is ready for collection in the pick-up shelf.

