

SELF CHECK-OUT

During opening hours, media can be borrowed by means of self check-out terminals (additionally to the service desks).

BOOK LOCKBOXES, BOOK CARRIAGES

At University Library at Central Campus you have the possibility to store your borrowed media in book lockboxes (4th floor, reading area) or lockable book carriages for a fixed period of time.

Keys are available during service hours at service desk. The lending period corresponds to other borrowable media.

CARRELS / WORKING CABINS

They can be rented primarily by BTU students and staff members for scientific writing.

The tenancy is four weeks. It can be renewed conditionally five times for 40 days. For booking and reservation please use the Library Catalogue.

CONTACT

E bibliothek+ausleihe@b-tu.de

University Library at Central Campus

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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

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

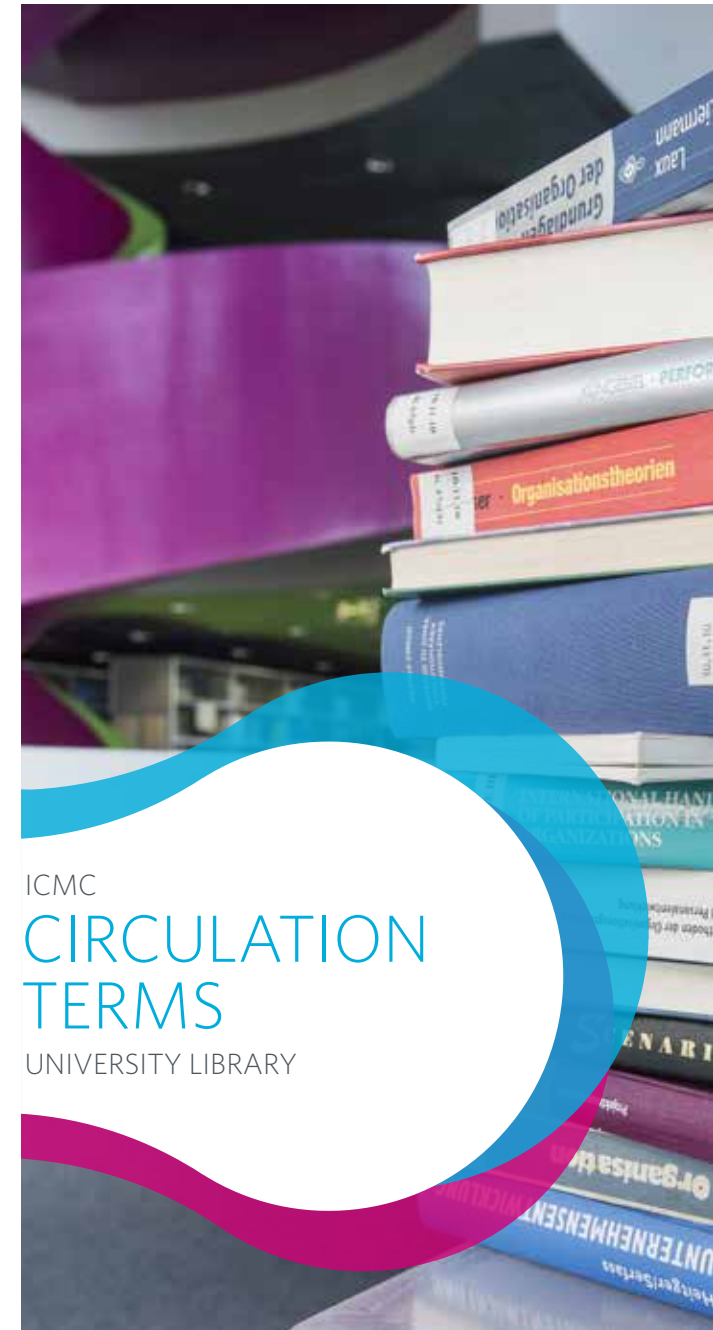
Pandemia-conditioned, there might occur modifications regarding opening and service hours as well as library services.

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www.b-tu.de/bibliothek



CIRCULATION TERMS

HOLDINGS

Our library catalogue records all media in stock at University Library at Central Campus as well as at Library Locations Senftenberg and Cottbus-Sachsendorf. It provides information about media locations, loan options and loan status. Link to media location:

<https://www.b-tu.de/en/bibliothek/borrowing/holdings/location>

LOAN PERIOD

The basic loan period is four weeks. It can be renewed provided there is no 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.

EXTENSION PERIOD

The extension period is eight weeks. Borrowed media can be renewed up to three times. For further renewals we ask you to present the media at the service desk. An extension can be called off in case of a reservation by another user.



HOW TO EXTEND THE LOAN PERIOD

Renewals of the lending period will be carried out automatically three times by the library system as long as no reservation has been placed on the medium. Additionally it is possible to extend your lending periods manually.

For this, please proceed as follows:

- Open our Library Catalogue <https://katalog.ub.b-tu.de>
- Select your library location
- Click on the „Account“ tab or the “Log on” link
- Enter your library number and password (preset for first log-in: your date of birth ttmmyy)
- Click on “extend loan period” in the “Action” box



After finishing the renewal, please retrieve your account anew. The next date due will be displayed on top of the list.

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. The library location you have chosen when entering the catalogue will be the place to collect your reserved media.

ORDERS FROM STACK OR OTHER LIBRARY LOCATIONS

Media marked with the status “available for request” (“bestellbar”) can be ordered. Click to the respective hyperlink in the library catalogue. Enter your library number and password.

Via internet, orders are possible outside opening hours. The supply time will be displayed on your computer screen after finishing the ordering procedure. The library location you have chosen when entering the catalogue will be the place to collect your orders.



PASSWORD

The default password is day, month, year (ddmmyy) of your date of birth. You will be asked to change this standard password at your first catalogue login. Your secure password should be composed of at least 6 (maximum 12) digits.

This password (together with your library number) allows for the login to our internet computers as well as to the library catalogue.

FORGOT YOUR PASSWORD?

In case you forgot your password, please log on to the library catalogue and use the function “Forgot your password?” You will receive an e-mail with your new password.

PAYING FEES / PAYMENT STATION

Library fees can be paid at the service desk. Additionally there is a payment station available at University Library at Central Campus and Library Location Senftenberg, where you can pay your fees by means of your library card. Use the card charger to load money on your library card.