



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.

CONTACT

E bibliothek+ausleihe@b-tu.de

University Library at Central Campus

T +49 (0)355 69 2372

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

Library Location Senftenberg

T +49 (0)3573 85 303

BTU Cottbus - Senftenberg
Library location Senftenberg
Universitätsplatz 1
01968 Senftenberg

Library Location Cottbus-Sachsendorf

T +49 (0)355 5818 303

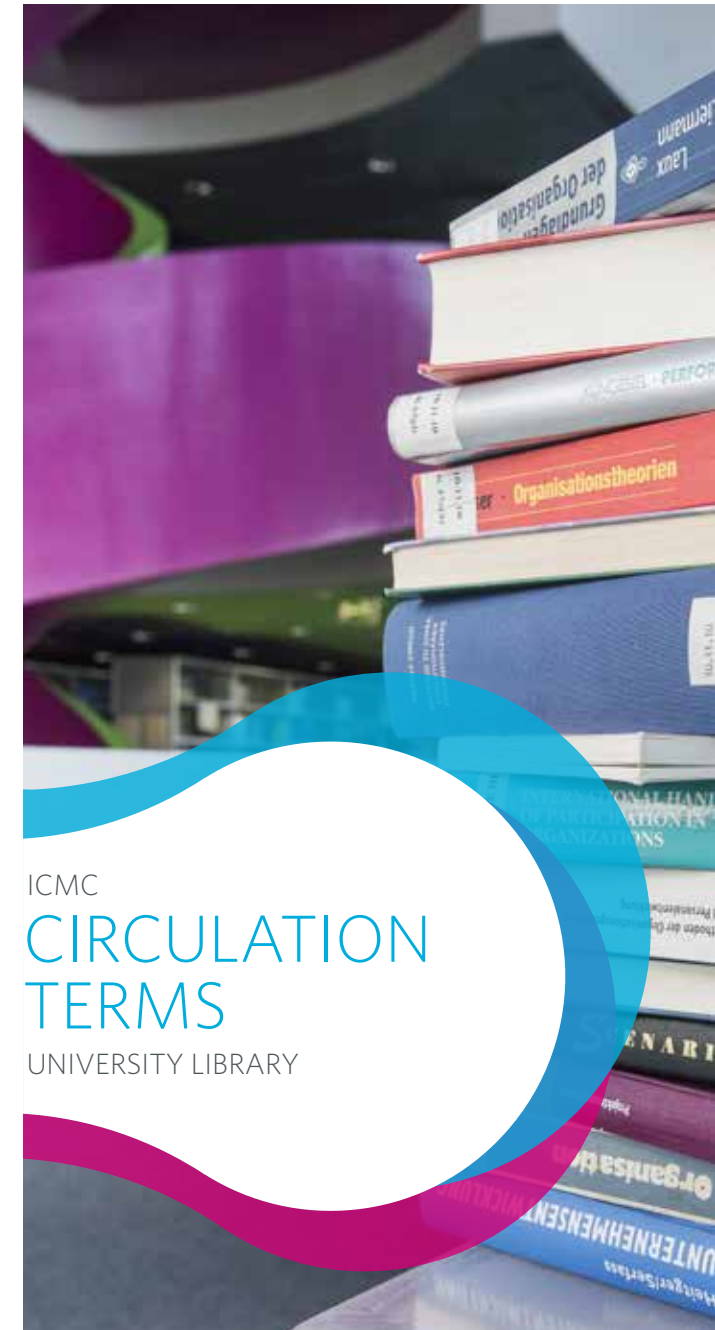
BTU Cottbus - Senftenberg
Library location Cottbus-Sachsendorf
Lipezker Straße 47, building 7
03048 Cottbus

IMPRINT

Publisher: BTU Cottbus - Senftenberg
Composition: ICMC/University Library
Pictures: ICMC/Multimedia Centre

Last update: August 2023

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 current availability.



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 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.



LIBRARY ACCOUNT

Check the state of your library account 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 in the form of ‚ddmmy‘)



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.

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 marked with the status ‚available for request‘ (‘bestellbar‘), can be ordered via Library Catalogue. For this, please click to the respective hyperlink. Enter your library number and password. The supply time will be notified after finishing the ordering procedure.

CLICK & COLLECT

By our Click & Collect service you can conveniently order your literature online to your selected library location. Please use our [order form](#). You will receive an e-mail as soon as the requested media are available for collection from the pick-up rack of your library location.



SELF-CHECK-OUT

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

PASSWORD

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

This password (together with your library number) allows for the login 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 by cash at the 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/student card. For charging it with money, please use our card charging unit.