

11. Password

On registering, you will be issued a password to use the following functions in the OPAC or the web catalog:

- reservation of books or media currently on loan to others
- renewals
- account status
- closed stack order (State Library holdings only)

Your password:

Please note: You may change your password as you wish. You are responsible for the security of your password. We recommend that you change your password regularly. The personnel in the system libraries cannot give you any information on your password.

12. Credit function of the library card

The library card's credit function allows you to pay for printing and copying services, library fees and fines.

13. Contact

Email: bis-ausleihe@uni-oldenburg.de

Internet: <http://www.bis.uni-oldenburg.de>

University Library

Uhlhornsweg 49–55

26129 Oldenburg

Phone/fax: 0441-798 2023/ 4511

E-mail: bis-info@uni-oldenburg.de

bis-ausleihe@uni-oldenburg.de

Internet: www.bis.uni-oldenburg.de

Departmental Library for Mathematics and Natural Sciences

Carl-von-Ossietzky-Straße 9–11

26129 Oldenburg

Phone/fax: 0441-798 4053/ 3905

E-mail: bis-bb4@uni-oldenburg.de

Internet: www.bis.uni-oldenburg.de

For information on the opening hours see
www.ibit.uni-oldenburg.de/oeffnungszeiten

Information on Borrowing Books

at the
Central Library,
Uhlhornsweg, and at the
Departmental Library,
Carl-von-Ossietzky-
Straße

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1. Registering as a borrower

To obtain a library card you need

- a valid identity card or
- a valid passport plus a proof-of-registration form.

A charge of 5 Euros applies for the issuing of the card.

Students at the University of Oldenburg must be prepared to show a valid student's identification card.

Foreign visitors who are not members of the University community must show a residence permit.

Minors must have the written consent of their parents.

Should you already hold a library card issued by the Oldenburg State Library or the Oldenburg University of Applied Sciences (Fachhochschule), it must be presented as well. The library card is issued to the applicant alone. It is not transferable.

2. Email

You may enter your email address in the system via the OPAC or on the web. You will then receive immediate notice – free of charge – of media reserved for you at the circulation desk or in the interlibrary loan department.

3. Change of address

Any change of address must be reported immediately to one of the system libraries. Reminders of fees, that are undeliverable due to an incorrect address take effect nonetheless. An incorrect address has no effect on the levying of due fees and/or fines.

4. Loss of the Library Card

To prevent misuse, the loss of the library card should be reported immediately to one of the system libraries. A new library card is subject to charges and costs 9 Euros. Users are

liable for all books or media borrowed against her/his library card.

5. Loan period

The loan period is thirty consecutive days. To borrow any books or media you must present your library card.

The Departmental Library for Mathematics and Natural Sciences is a reference library. During semesters the holdings can only be borrowed overnight, during semester breaks the loan period is a maximum of seven workdays.

6. Renewal of the loan period

If a book or media is not reserved, the loan period can be renewed six times up to a maximum of 180 days. After this period, the books or media must be returned. You may obtain a renewal in the following ways:

- in writing by mail, fax or email:
bis-ausleihe@uni-oldenburg.de
- via Online Catalogue (password required)
- via katalog.bis.uni-oldenburg.de (password required)
- in person at the circulation desk.

7. Email Reminder Service

If activated this service will automatically send reminder emails before books or media become due.

Renewals by telephone are not possible.

Loans from the Departmental Library can only be renewed at the circulation desk in that library. The renewal is valid only until 5:00 p.m. the following day; during the semester breaks it is valid until 5:00 p.m. seven days after the renewal date.

8. Reservations

Books or media on loan to other users may be reserved for you. You may do this yourself in the OPAC or via the

web, or in person at the circulation desk. You may reserve up to ten books or media at one time.

9. Loss of media or books

Loss of media or books should be reported immediately. Please use the form that can be obtained at the circulation desk. The following fees may be charged per reported loss:

- administrative fee: 15,00 Euros
- replacement acquisition fee: 5,00 Euros
- investigatory fee 7,50-50,00 Euro

10. Reminder fees and fines

A reminder will be sent to the borrower for overdue books or media. Overdue fines per volume per week are:

First reminder	2.00 Euros
Second reminder	5.00 Euros (+ 2.00 € for the first reminder)
Third reminder	10.00 Euros (+ 7.00 Euros for the first and second reminder plus 5.75 Euros administrative fee per overdue reminder)
Fourth reminder/penalty fee	100 Euros per item (+ 5.75 Euros administrative fee, + 22.75 Euros for the first, second, and third reminder)

If the user does not return the media or books and does not pay the fine, the books and media will be subject to compulsory repossession including the full value of the article and loss fines.

In the Departmental Library a fine of 1 Euro per day and book is levied automatically without reminder notice. Borrowing privileges are revoked for fourteen days.