



SERVICES AT THE CENTRAL LOAN DESK

- Registration or de-registration with the library, change of particulars as well as extension of user authorization
- Report in case of loss of the user card (*thoska*)
- Check out of requested media from the stack, interlibrary loans as well as from the textbook collection and the open access section of the Arts and Humanities Branch Library
- Renewals and reservations
- Returns
- Cashless payment of fees and other costs
- Sale of user cards (*thoska*)
- Non-universitarian users and students of other universities and higher education colleges in Thuringia receive a user identification for the access to electronic resources and services of the ThULB.

SERVICE HOURS

Monday – Friday 9.00 – 20.00
Saturday 10.00 – 18.00

Changes will be announced on our website and in our branch libraries respectively.

CONTACT

Visitor address: Main library building with Branch
Library of Arts and Humanities
Bibliothekszplatz 2
07743 Jena

Postal address: Postfach
07737 Jena

Package address: Bibliotheksweg
07743 Jena

Phone: +49 (0) 3641 9-404 110
Fax: +49 (0) 3641 9-404 132
E-Mail: ausleihe_thulb@uni-jena.de

1 - CENTRAL LOAN DESK



Central Loan Desk



www.thulb.uni-jena.de

IMPRINT
Friedrich-Schiller-Universität Jena
Thüringer Universitäts- und Landesbibliothek

Stand: Juli 2020
Druckzentrum der Friedrich-Schiller-Universität, Ernst-Abbe-Platz 4



THÜRINGER UNIVERSITÄTS- UND
LANDESBIBLIOTHEK JENA

REGISTRATION

For requesting and checking out media from the Thuringian University and State Library (ThULB) Jena as well as for interlibrary loans, you need to register with the library.

Please bring the following documents to register at the Central Loan Desk:

- your identity card or your passport with official proof of residence or your residence permit
- your valid *thoska*, where present – if not, you can purchase a *thoska* guest card with a 10-Euro note
- Written permission of a legal guardian with minors between the age of 16 and 18.

Students of the Friedrich Schiller University are automatically registered at the ThULB. An additional registration is not necessary.

USER IDENTITY CARD

The library user card of the ThULB (called *thoska*) can be purchased with a 10-Euro note, in case you do not possess one already.

After having registered with the library, your *thoska* as an user card has the following functions:

LIBRARY CARD for checking out media as well as using interlibrary loan services

SMART CARD for cashless payment of fees and other costs

COPY CARD for cashless copying, printing and scanning in the library

LIBRARY COLLECTION AND LOAN PERIODS

MEDIA FROM THE STACK

Journals	1 week
Books and other media	4 weeks

INTERLIBRARY LOAN MEDIA

Loan periods are specified by the supplying libraries.

MEDIA FROM THE OPEN ACCESS SECTION OF THE HUMANITIES BRANCH LIBRARY

Short term loan	1 week
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Books that cannot be borrowed are marked with two yellow stripes.

MEDIA FROM THE TEXTBOOK COLLECTION (LBS) OF THE ARTS AND HUMANITIES BRANCH LIBRARY

Loan period	4 weeks
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Media from the Humanities Branch Library as well as the textbook collection can be borrowed during the entire opening hours using self-service machines.

In your online user account you find an overview of your borrowed media with the end of their loan period.

RENEWALS

Media can be renewed up to 3 times.

- online via your user account
- personally at the loan desk
- by phone +49 (0) 3641 9-404 110

Not renewable are media which have been reserved by other users.

Interlibrary loan periods are specified by the supplying libraries.

In case your media is overdue, the library will send you a reminder and your account will be charged accordingly.

RESERVATIONS

Reservation of current borrowed media is possible online or in person at the Central Loan Desk.

RETURN

All media should be returned at the Central Loan Desk or by using the Return Box in the entrance area of the main library building.

Please return the media to the specific branch library where it was borrowed.

MEDIA FOR USE IN THE LIBRARY

The **Special Reading Room 2** (ground floor) holds non-lendable media from the stack with a publication date from 1801 onwards as well as interlibrary loans for use in the library.

Requested media are usually held for you for 4 weeks. The requested items will be handed out after presenting your *thoska*.

If you wish to renew your media, please refer to the library staff on site.

Opening hours:
Monday – Friday 9.00 – 22.00
Saturday 10.00 – 18.00

The **Special Reading Room 1** (-1st floor / Manuscripts and Special Collections Department) holds literature with a publication date before 1800.

Opening hours:
Monday – Friday 9.00 – 16.00