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 library card
- Check out of requested media from the stack, inter-library 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
- For non-universitarian user and students at other universities and higher education institutions in Thuringia: user identification for the access to electronical resources and services of the ThULB

SERVICE HOURS

Monday – Friday 9.00 – 20.00
Saturday 10.00 – 16.00

CONTACT

Visitor address: Main library building with the Arts and Humanities Branch Library Bibliotheksplatz 2 07743 Jena
Postal address: Postfach 07737 Jena
Package address: Bibliotheksweg 07743 Jena
Phone: +49 3641 / 9 401 10
Fax: +49 3641 / 9 401 32
E-Mail: thulp_ausleihe@thulb.uni-jena.de

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REGISTRATION

For requesting and checking out media from the Thuringian State and University Library (ThULB) Jena as well as for inter-library 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

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

USER IDENTITY CARD

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 inter-library 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

**INTER-LIBRARY LOAN MEDIA**
Loan periods are specified by the supplying libraries.

**MEDIA FROM THE OPEN ACCESS SECTION OF THE HUMANITIES BRANCH LIBRARY**
- Short term loan: 4 days
- 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

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 3641 / 9 401 10

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

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

Inter-library loan periods are specified by the supplying libraries.

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 inter-library 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