

CONTENT OF LIBRARY ACCOUNT

PERSONAL DATA: The address you deposited with the library, your e-mail address, your full user number and the right of use including its expiry date.

Changes of personal data are to be submitted to the Central Loan Desk at the ThULB. Students of the Friedrich Schiller University (FSU) direct changes to the Student Service Centre, whereas employees and members of FSU have to contact their respective human resources department.

LOANS: General overview of your current loans with the possibility to renew your borrowed media.

Please note that media which have been reserved by other users aren't renewable and must be returned at the latest by the expiry date of the lending period.

If you wish to extend the loan period for interlibrary loans, please contact the staff at the Central Loan Desk.

READY FOR PICK UP: Items which are ready for pick up including information on their exact location. Reserved items will be held for pick up for 5 business days, ordered items from the stack for 10 business days.

ORDERED AND RESERVED ITEMS: Overview of ordered and reserved items including the option to cancel reservations.

OUTSTANDING FEES: Overview of outstanding fees and disbursements. Those must be paid cashlessly with your *thoska* at the loan desk or at our self-service machines.

PASSWORD: Change the password of your library account here. Please create a new one during your first access to the account!

MY LISTS: Overview of your saved search requests and favourites.

LIBRARY CARD

thoska (Thuringian university and student services card) is a user card and has the following functions at the ThULB:

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

CREDIT TOP UP

Machines are available for topping up your *thoska* in the foyer. Further machines can be found in the cafeterias and canteens of Studierendenwerk Thüringen.

LOSS OF YOUR THOSKA

In case you lost your **student or staff *thoska*** please contact the *thoska* office.

Please report to the Central Loan Desk if your ***thoska* guest card** is lost or damaged.

- personally
- by phone: +49 (0) 3641 9-404 110 or
- by e-mail: ausleihe_thulb@uni-jena.de

For further information concerning the *thoska*, please consult the quick access in the footer of the ThULB website: **Universität – *thoska***

www.thulb.uni-jena.de

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ACCESSING YOUR LIBRARY ACCOUNT

By registering with the Thuringian University and State Library (ThULB) Jena you received your personal user identification. Using that, you can access your user account via the quick access in the ThULB website's footer or directly via „ThULB Suche“.

Sign in with your **user identification**:

- your full user number (back side of the *thoska*)
- For your own safety, please change your password (initial password comprehends your date of birth (ddmmyyy)) after your first login.

Further, you will still have the option to access via the OPAC (Online Public Access Catalogue).

FURTHER INFORMATION

Further information concerning the library account can be found via the menu of the ThULB website **Bestellen & Ausleihen – Benutzerkonto**

ONLINE REQUESTS

The “ThULB Suche“, a research devise provided by us, gives you extended research options as well as the possibility to order media online from the stack.

Requirements for requesting media online are:

- you own a *thoska* and
- you have registered with the ThULB.

For every request, you are required to identify yourself with your personal user identification.

To order media, please use the **request/reserve** feature.

RESERVE BORROWED MEDIA

In case an item is on loan, you can submit a reservation request by clicking the **reserve** button.

Please submit your reservations online or personally at our Loan Desk.

GETTING YOUR REQUESTED MEDIA

The moment your requested or reserved media are available for collection, it will be marked as such in your user account. In the column ready for pickup you can gather the exact location:

CENTRAL LOAN DESK / GROUND FLOOR

Requested media to be checked out of the library will be held for pick up for 10 business days.

SPECIAL READING ROOM 1 / -1ST FLOOR

Requested media will be held for use in the library's reading room for 4 weeks.

SPECIAL READING ROOM 2 / GROUND FLOOR

Requested media will be held for use in the library's reading room for 4 weeks.

ALL BRANCH LIBRARIES

As a rule, requested media to be checked out of the library will be held for pick up for 10 business days or held for use within the rooms of the libraries for 4 weeks.

RESERVATIONS

Reservations will be held for pick up for 5 business days.

FURTHER INFORMATION

Further information concerning online requests can be found via the menu on the ThULB homepage **Bestellen & Ausleihen – Magazinbestellung**