

1 ILL REQUEST



Library Account

Access to the <u>library account</u> is offered via the <u>homepage</u> or the <u>catalog</u>.

Homepage			Catalog		
		<u>Menu bar</u>		Login button	
My library accoun	t	My account		≜ Login	
Nutzerkennung					
ub116523		User code for			
Passwort			Students of the University of Stuttgart -> st Employees of the University of Stuttgart -> ac Private indviduals / External users / Employees of the University of Stuttgart without an ac-account-> ub		
•••••					
Anmelden			For further information see -> Registration		
		Forgot password	Forgot password? See -> <u>here</u>		
After logging in you will see following overview:					
My account - Overview					
Hello					
Here you obtain an overview of your personal user account . For the complete listing, please use the appropriate link. Further information at the circulation desks (tel. 0711/685-82224 or -64096).					
	Fee limit exceeded				
Fees due	26.30 EUR				
Library card valid till	19.05.2055				
Balance account from	Date: 18.03.2024 Time: 13:45				
Pick-up code	523 TtT	Reserved items are available on the pick-up shelves under the pick-up code			
Servicebereiche					
FEES ACCOUNT		3 MESSAGES		E-MAIL ADMINISTRATION	
ADDRESS		5 CHECKED OUT ITEM	ıs	2 COPIES OF THE ARTICLE	
3 0000000000000000000000000000000000000		2 DECEDIVATIONS		2 OPDERS	
3 ORDERS/STACK		2 RESERVATIONS		2 ORDERS	

1 HOLD

Notes on individual positions

Fees account (Overview of fees incurred)

Overdue fines per item

1st overdue notice €1.50

2nd overdue notice €5.00 (total of 1st and 2nd overdue notice = €6.50)

3rd overdue notice €10.00 (total of 1st + 2nd + 3rd overdue notice = €16.50)

4th overdue notice €10.00 (total of 1st + 2nd + 3rd + 4th overdue notice = €26.50)

- → The account will be blocked as soon as overdue fines have added up to €6.
- Interlibrary loan request fee

€1.50 per request

Postage fee

If you have not entered an email address in your library account, a postage fee will be charged to your library account for each notification about reserved media.

Check outs (Overview of borrowed items and loan period, option for renewal)

Renewal of the loan period:

- up to 5 times via the catalog, afterwards new checkout at the self-service terminal
- requirement: the item has not been put on hold
- 10 days at the earliest before the expiry of the loan period
- you can either renew the loan period for all borrowed items or mark individual items and renew the loan period for them

Reservations (Overview of items available for pick-up, cancellation possible)

- under the pick-up code
- for 7 weekdays on the pick-up shelves

Holds (Overview of holds placed, cancellation possible)

Messages (Overview of messages from the University Library, deletion possible)

Article copies (Download of provided journal copies within 14 days)

Order requests (Overview of requests from the Open Shelves area of the other library location, cancellation possible)

E-Mail administration

Only private individuals / external users / employees of the University of Stuttgart without an ac-account have the option to manage the email address. Therefore this function is not shown to other user groups.

If an email address is entered in the library account, you will receive notifications from the University Library via the infomail service:

- about reserved items available for pick-up
- about requested items available for pick-up
- about interlibrary loan items available for pick-up
- about the 1st and 2nd overdue notice in case the loan period has expired
- email reminder about due items, 3 days before the due date

Address (Display of your stored address)

In case an address changes, notice about the current address:

- Students of the University of Stuttgart -> Update in C@MPUS
- Private individuals, external users, and employees of the University of Stuttgart without an ac-account Notice to the circulation desks of the University Library or via "Ask a Librarian"

Orders (Overview of requests from the closed stacks, cancellation possible)

ILL requests (Overview of submitted interlibrary loan requests)

Have you got questions? The library team will gladly help you -> "Ask a Librarian"