



Item Locations

There are different item locations with different main subjects within both library buildings. At the City Center location you can find literature on humanities, social sciences, economics, and architecture, and at the Vaihingen location you can find literature on science, technology, and sports.

Open shelves

- Self-service
- Sorted by subject and topic (the first letters of the shelfmark indicate the subject)
- Yellow and yellow-white shelfmark tags on the book spines
- Loan period: 1 month
- Renewal (10 days at the earliest before the expiry of the current loan period) 5 times by 1 month each, afterwards new checkout at the self-service terminals)
 - > requirement: the item has not been put on hold
- Request for pick-up at the other library location possible
 - Delivery on the following day, available from 1 p.m. at the latest
 - Exception on Friday -> delivery on Monday, available from 1 p.m. at the latest



City Center



Vaihingen



Reading Room (Reference Collection)

- Sorted by subject and topic (the first letters of the shelfmark indicate the subject)
- Red and red-white shelfmark tags on the book spines
- Only **short-term loan** possible (loan period ends on noon on the 7th day after the checkout day, checkout only during service hours at the circulation desks)
- -> in case of delayed return: €3 overdue notice per item and day
- Reference books, loose-leaf collections, items in course reserve collections, and valuable literature are excluded from the short-term loan



City Center



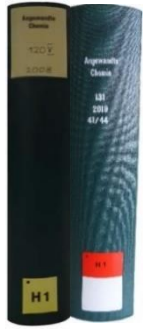
Vaihingen



Lesesaal Periodika / Zeitschriften

Reading Room Periodicals / Journals

- Sorted by subjects and **alphabetically by journal title** within the subject
- Yellow and red-white shelfmark tags on the book spines
- The last 10 years of journals can be found in the reading room and are non-borrowable
Exception: Journals published since 1900 are non-borrowable within following subjects:
 - City Center: Subject V: Linguistics and Literary Studies
 - Vaihingen: Subjects E1: Mathematics, G1: Physics, G5: Astronomy, H1 – H6: Chemistry, J1 – J7: Chemical Technology, N1: Biology
- Older volumes of journals are located in the closed stack and can be borrowed
Exception: Journals that are older than 100 years or not bound may only be used in the reading room



Note: At the City Center location, items from the open shelves and reading room are sorted into one another and set up by subject. Journals are located in front of the book holdings.

City Center



Vaihingen



Open Stacks

- Only at the City Center location
- Self-service
- White shelfmark tags on the book spines
- Loan period: 1 month
- Renewal (10 days at the earliest before the expiry of the current loan period) 5 times by 1 month each, afterwards new checkout at the self-service terminals)
-> requirement: the item has not been put on hold
- Request for pick-up at the Vaihingen location possible
 - Delivery on the following day, available from 1 p.m. at the latest
 - Exception on Friday -> delivery on Monday, available from 1 p.m. at the latest



City Center



Closed Stacks (Non-accessible area)

- Items always have to be requested via the catalog
- Request from the closed stacks:
 - for the respective library location:
 - before 3:30 p.m. -> items available within 20 minutes
 - after 3:30 p.m. -> items available from 10 a.m. on the following day
 - from the other library location:
 - delivery on the following day, available from 1 p.m. at the latest
 - Exception on Friday -> delivery on Monday, available from 1 p.m. at the latest
- White shelfmark tags on the book spines
- Loan period: 1 month
- Renewal (10 days at the earliest before the expiry of the current loan period) 5 times by 1 month each, afterwards new checkout at the self-service terminals)
 - > requirement: the item has not been put on hold
- Items from the rare books collection in the closed stacks (items older than 100 years, plans, drawings and photographs from the [Map and Plan Collection](#)) may only be used in the reading room.



City Center



Vaihingen



Course Reserve Collections

- Exam relevant literature and important items for courses which have been compiled at request of professors and lecturers
- In the respective reading room of both library locations you can find temporary and permanent [course reserve collections](#)
- Items are marked with colored dots on the book spines
- Non-borrowable



City Center



Vaihingen



Have you got questions? The library team will gladly help you -> [„Ask a Librarian“](#)