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THE
LIBRARY
GUIDE

BRARY

MAINZ UNIVERSITY OF APPLIED SCIENCES

GUIDE

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DEAR USERS,

Welcome to the library of Mainz University of Applied Sciences. By registering and receiving your library card, you've taken the first step towards accessing and using the library. Most of you have probably already used a library during your time at school to do research for a paper or presentation and have some experience in the use of such an institution. Nevertheless, experience has shown us that a lot of questions are asked about the library. Therefore, in addition to our library staff, we've designed this guide to help you find your way around the library and answer your questions.

We wish you all the best for your studies and look forward to getting to know you.



ADDRESSES / LOCATIONS

Campus: Mainz University
of Applied Sciences Library
Lucy-Hillebrand-Straße 2
55128 Mainz
T +49 6131 628-6220
bibliothek.campus@hs-mainz.de

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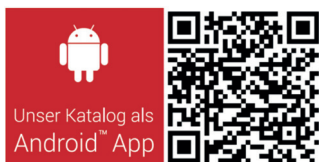
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APP (WebOPAC)

The free Android app WebOPAC enables you to use the online catalogue conveniently while on the go.

All search criteria are supported and the search results can be saved locally to a wishlist for later use. Using a barcode scanner app, the ISBN of a book can be scanned directly and used to search. In addition, a reminder function can be set to ensure the punctual return of media to avoid late fees.

You can download the app from the Google Play™ Store (search command: webopac) or scan the following QR code and log in with your library card number and your date of birth using the DDMMYY format.



Not suitable for Apple

BASKETS

Our library users have the opportunity to borrow a basket for taking work materials, laptops or books into the library. Just ask the staff at the circulation desk.

BORROWING

Freely accessible media can be taken from the shelves and presented for borrowing at the checkout desk or borrowed at the self-service terminal (see instructions page 54, Self-Service Terminal). You can request media marked 'counter' or 'magazine' at the circulation desk.

The subsequent entry and release of the media is carried out by our library staff or at the self-service terminal.

Depending on the medium, the loan period can be up to 20 weeks. More detailed information can be found on page 41 under Loan Periods. Shortly before the end of the loan period, you will receive an automated reminder email asking you to return the borrowed media (see page 49, Reminder Alert). If books are returned after the return deadline, a late fee of €3 per medium per week will be charged (see page 49, Reminders).

BUSINESS HOURS

Our hours depend on the university operations. The current business hours can be found on the homepage of the library.

In addition, we will introduce a new service in 2019, which will make it possible to use the library on campus outside regular business hours. (see page 44, OpenPlus).

CIRCULATION DESK

All transactions are carried out at the circulation desk as part of the availability and handling of library services. This makes it the information center and first point of contact in the library. Here you will also find the person to contact if you have any questions concerning the use of the library. New users are also registered here, and media can be borrowed or returned. In addition, a small part of the library collection is located at the counter.

These are mostly books that are too small for the shelves and seminar/semester reserve shelves of the professors.

CITAVI

Citavi is a literature management program that supports students in all steps of working with academic literature. You will find more detailed information on page 38.

CITRIX

The ZIK offers external access for university staff and students via the Citrix NetScaler Gateway. It provides access to internal university services and areas, such as the library's electronic resources (eBooks, electronic journals, databases for research).

A detailed guide to Citrix can be found on the intranet under ZIK/External Access and the link to the portal using the quicklinks on each page of the university website.

COLLECTION

The university library's holdings contain media relating to the fields of design, engineering and business, distributed among the two locations, Campus and Holzstraße. In addition to traditional print media like books and periodicals, the university library also has a considerable collection of electronic media including eBooks, electronic journals and DVDs (see page 16 Electronic Media).

The catalogue shows in which library and on which shelf the item is located.

CONDUCT

Our library is designed to offer you a quiet atmosphere for learning and working.

However, during the semester there is an increase in the use of the library, which can lead to overcrowding. As a result, it is essential that some basic rules of conduct are observed. Your behavior has an influence on the working atmosphere in the library, so we would like to ask you for your personal support and compliance with the following rules.

— Silence

A quiet environment for concentrated learning and working is essential in a library. Conversations are generally allowed, but we ask you to speak quietly, even in the group work rooms.

This is because the open design of the library means that your conversations can be heard in the rooms of the library and can disturb others.

Further, we ask you to set all mobile devices and lap-tops to silent, and to only make phone calls outside the library.

Food & beverages

Drinks of any kind (**except water in re-closable bottles**) may not be brought into the library.

Drinks in cardboard or plastic cups, cans or thermos flasks are not permitted!

Food such as sandwiches, sweets, fruit, chocolate bars, nuts, etc. are also not permitted. We ensure these rules are observed to preserve both the media (books, journals) and the furnishings (chairs, tables, carpeting, PCs) for as long as possible (see page 37, Usage Regulations).

Books

Please make sure that any books that you remove from the shelves are always returned to their original place. Otherwise it will make it harder for other users to find the media.

If you are no longer sure which shelf you have taken the book from, you can hand it in at the counter.

Group work rooms/media room

Please leave the group work rooms as you found them. Any chairs that have been carried into the rooms must be returned to their original place. When you are finished with the rooms, please wipe the blackboard for the next group to use.

COPYING

Copying single pages works in the same way as printing documents (see page 46, Printing).

COPYRIGHTS

We would like to draw the attention of all our users to the observance of copyrights as stated in our Usage Regulations. You can find more information on the subject of copyrights on page 35.

DATABASES

The library of Mainz University of Applied Sciences grants its users free access to various online databases for research purposes.

Not all databases can be found in OPAC, which is why a direct search in the Database Information System (DBIS) or Ebsco Discovery Service is important. The databases can be accessed using links on the library's homepage (Databases tab). Remote use is also possible with the Citrix server (see page 10, Citrix). Access to the databases is only possible to a limited extent for external users.

DATA PRIVACY & PROTECTION

Data collection for library purposes

The data collected is processed and stored exclusively for the purpose of fulfilling the required tasks within the scope of providing and processing the use of the library. The lend-

ing procedure of media from the library of Mainz University of Applied Sciences is automated and only possible in this automated form.

What data is stored?

- *Personal data:*

Library number, first and last name, gender, date of birth, matriculation number, address (town, street and house number) and email address.

- *Borrowing and fee data:*

The data on borrowed media and fees is collected and processed on the basis of the current Library Usage Regulations of the library of Mainz University of Applied Sciences as amended.

The aforementioned data is stored to ensure the necessary work processes in connection with the use of the library.

When will the data be deleted?

The data will be deleted as follows:

- personal data at the time of personal deregistration or at the latest six months after expiry of the library card (external users), six months after deregistration (students).
- six months after leaving the university (lecturers and staff of Mainz University of Applied Sciences), the borrowing data when returning borrowed media.

- the fee data with the payment of the fee.

If you wish to deregister in person, you can do so at the desks of the library of Mainz University of Applied Sciences.

Will the data that has been collected be passed on to third parties?

No, your data will not be passed on to third parties.

Your consent

The use of the library is *voluntary*.

You can withdraw your consent to the collection, processing and storage of personal data you implicitly provide by registering and using our library software at any time (by email to the addresses: bibliothek.campus@hs-mainz.de or bibliothek.holzstrasse@hs-mainz.de). Revoking consent will result in immediate deletion of your data. The withdrawal of consent does not affect the legality of the processing carried out on the basis of the consent up until the withdrawal of consent. The full disclosure of the data is a prerequisite for the use of the library and the software implemented. The principles of processing personal data in accordance with Section 5 of the General Data Protection Regulation (GDPR) are observed.

By registering and using the services offered for using the library, you consent to the collection and processing of data for the above-mentioned purpose.

You can find additional information on data protection and data processing on the homepage of Mainz University of Applied Sciences (www.hs-mainz.de) as a direct link on the bottom right.

DBIS

DBIS stands for Database Information System and is a service that compiles scientific databases in alphabetical order by subject area and makes them available for research. In the DBIS you will find free databases as well as databases for which the library has acquired a license. In the DBIS is accessible via a direct link on the homepage of the library.

EBS CO DISCOVERY SERVICE (EDS)

The EDS is a scientific meta search engine. It offers access to numerous information resources with a single search. The Discovery system offers a modern search interface that significantly simplifies finding literature on your topic. Here you will find direct access to a large number of licensed databases, eJournals, eBooks and open-access offerings. The search box is located on the library's homepage.

ELECTRONIC MEDIA

The library of Mainz University of Applied Sciences has a considerable, constantly expanding collection of electronic media. This includes: eBooks, electronic journals, standardized regulations and DVDs.

You can access the electronic media using the OPAC library catalogue, the DBIS database information system and the direct links to databases offered on our homepage. It is also possible to download individual pages, chapters or entire books.

EXTERNAL USERS

External users also have the option of paying an annual fee of €5 (external students) or €10 (external users) to obtain a library card from us (the exact conditions for obtaining a card can be found in our Usage Regulations).

Access to online services for external users is limited. The normal open access holdings of the two library locations are available for use in full.

EZB ELECTRONIC JOURNALS LIBRARY

The Electronic Journals Library is a service for the effective use of scientific full-text journals. It offers you fast, structured and standardized access to scientific full-text journals.

It includes approx. 97,256 titles, 20,915 of which are purely online journals, covering all subject areas.

62,736 journals are freely accessible in full text. Access to full-text articles is indicated by traffic light symbols in different colors. Journals marked green are freely accessible, and we have acquired access authorization for journals marked yellow.

FEES

Use of the university library is free of charge for members and alumni of Mainz University of Applied Sciences and students of Johannes Gutenberg University, with the exception of interlibrary loans. If loan periods are exceeded, late fees will be charged, and are also due without an official reminder or a reminder alert (see page 49, Reminders).

Fees are only charged for ...	
Reason for the fee	Amount of the fee
Interlibrary loan	€1.50 per order
Replacement for lost library card	€5
Registration: external student	€5 per year
Registration: external user	€10 per year
Late fee (see Reminders)	€3 per medium per week

GENERAL INFORMATION

Our university library is the service center for electronic and printed information services. It acquires, records and indexes all media available at our university for teaching and research. It is one of the central university institutions and offers university members its comprehensive services for studying, teaching, research and continuing education. In addition, alumni and outsiders can also make use of its services. The library is located at Holzstraße and on Campus and is overseen by the Library Committee.

You will find media on engineering and design at Holzstraße and business, geoinformatics and surveying at our Campus location.

GROUP WORK ROOMS

The library of Mainz University of Applied Sciences offers its users group rooms equipped with either a whiteboard or a projector for uninterrupted studying and research. These work rooms can be reserved at the circulation desk, by phone or email. If you are interested, please contact our staff.

HOME PAGE

On the library's homepage you can find all important information, news, downloads and links about the library and research.

On the homepage of the university under 'Academics/During your studies/Services', you will find the link that leads you directly to the homepage of the library.

INSTRUCTION COURSES

The library of Mainz University of Applied Sciences offers introductory courses on library use. This includes training in the use of OPAC and other databases, as well as instruction in the Citavi and Zotero literature management programs.

If you are interested, please send an email to bibliothek.campus@hs-mainz.de
or
bibliothek.holzstrasse@hs-mainz.de
and we will inform you of upcoming dates by email.

INTERLIBRARY LOANS

Books and journal articles that are not available in the university library can be ordered from other libraries in Germany via interlibrary loan.

The library of Johannes Gutenberg University Mainz offers the possibility of international interlibrary loan.

Ordering

To be able to order, you must have an interlibrary loan account set up in the library and deposit a balance (at least €1.50). €1.50 per order will be deducted from this balance.

You place the orders yourself using the Hebis Portal at home. (<https://portal.hebis.de/servlet/Top/searchadvanced>)

Restrictions

The order will only be processed if the desired media are not available at Mainz University of Applied Sciences.

Media available in other libraries in Mainz are to be borrowed locally. If you order media that are available in Mainz, you run the risk of them not being delivered and the fees still being charged.

Interlibrary loans generally exclude:

Literature that is needed for non-scientific purposes, entire journal volumes, loose-leaf editions, diploma, master and admission theses, typical reading room literature (encyclopedias, reference works), patent specifications, DIN standards. We will do our best to obtain copies of individual excerpts from these media.

Borrowing

Once we have received the media, we will send you an email and reserve the media for you to pick up at the circulation desk. The media will be available at the circulation desk until the end of the loan period (see below). If literature is not collected during this period, it will be sent back to the library where it was borrowed.

Please note: It may take several weeks for the library of Mainz University of Applied Sciences to receive the literature; we have no influence on this.

Loan periods, renewal, use

The loan period is usually four weeks, but can be reduced by the lending library. Renewal is possible before the end of the loan period by written request - subject to the consent of the lending library. If you would like to renew the materials you have borrowed, you can contact us by phone, email or in person.

The lending library may restrict the use of the media (use only in the reading room, use under supervision, no copy-

ing). These regulations as well as the specified loan period are binding for the library of Mainz University of Applied Sciences and its users. Exceptions require the consent of the lending library.

— Fees

You pay €1.50 per interlibrary loan, regardless of whether it can be successfully completed or not. The library pays the fee for orders placed for official purposes. The fee includes the costs for 20 pages of copies of journal articles, etc. Up to €0.20 per copy may be charged for additional copies.

In addition, costs may be charged for other copies, for insurance of valuable works or for extraordinarily high processing, postage and packaging costs. Users are fully responsible for these costs.

When placing an online interlibrary loan order, you have the possibility of selecting the option on the interlibrary loan order form to indicate whether you are prepared to pay additional costs of up to €8 without prior consultation.

If the loan period is exceeded, late fees will be charged. They currently amount to €3 per medium and week or part of a week.

INTERNET

The university library has PCs available for using the internet free of charge. Only members of Mainz University of Applied Sciences are allowed to use them, because the PCs can only be accessed using a personalized university IT account.

In addition to the computers that are solely for research purposes, there are PCs with free internet access at both locations: five computers in the library at Holzstraße and seven in the Campus library.

LIBRARY CARD

Before borrowing for the first time, please fill out a registration form and present it with your personal identification.

Students of Mainz University of Applied Sciences need their student ID, teachers and staff of Mainz University of Applied Sciences and non-members of Mainz University of Applied Sciences need a valid personal ID (see page 24, Usage Regulations)

After registration, you will receive a library card which you can use to check media out at both locations.

The library card contains a barcode and a number that gives you access to your online user account. The password is your date of birth, six digits without a period and without the first two years (DDMMYY).

Example of date of birth: 01.01.1996

Password: 010196

To avoid any misuse, please inform us immediately of the loss of your library card. We will block your library account for a transitional period or issue you a replacement card immediately. The replacement card costs €5 (see page 24, Usage Regulations).

LIBRARY CATALOGUE

The collection of the university library is entered in something called OPAC, the library catalogue of the university. You will find more detailed information on page 53 under OPAC.

LIBRARY USAGE REGULATIONS AS OF 13.12.2018

(1) Admission to the library

Registration is only possible in conjunction with one of the following valid documents:

- Student ID for students of Mainz University of Applied Sciences or other universities
- Identity card for non-members of the university with German citizenship
- Passport and proof of residency registration for non-members of the university with European Union nationality
- Passport, residence permit and proof of residency registration for non-members of the university with citizenship of other countries
- External users may use the library. The fee for a library card is €10, and for students of other universities it costs €5. Students of universities in Mainz do not have to pay. Access to online services for this group of users is limited.

- Changes of addresses and names and the loss of a library card must be reported to the library immediately.
- The library card is free of charge for members of Mainz University of Applied Sciences.
- Minors who are not students must submit a declaration of consent from a legal representative. With their consent, the legal representative is obliged to comply with liability claims arising from the usage relationship.
- With the admission to use the library, the user relationship and the obligation to comply with the library usage regulations begin.

(2) Borrowing

- The media of the university library are generally offered as open access holdings, some of them are kept as reference holdings. All media are protected against theft.
- It is not permitted to check media out in the name of another person.
- Borrowed media can be reserved by other users.
- Media can be returned at the circulation counter, the self-service terminal or using the book return box. The user is released and the anti-theft device is activated. When returning books via the book return box, the user bears the risk for loss and damage until the book has been successfully re-entered by a library employee.

- The anti-theft device is deactivated when the book is registered as borrowed. Media whose theft protection remains active may not be taken along.

(3) Borrowing restrictions

- Reference material can be borrowed for one hour during opening hours. It is also possible to check them out briefly overnight and before weekends starting two hours before closing time. The borrowed materials must be returned the next day on which the library reopens no later than one hour after opening.
- Loose-leaf editions and magazines/journals cannot be borrowed without exception.
- It is not possible to order media for the other location.
- Returns: Each library location accepts media borrowed from the other library location, with the exception of interlibrary loans. These media must be returned to the location where they were checked out.

(4) Usage of electronic media and databases

Mainz University of Applied Sciences offers electronic media for use. Special conditions apply to the use of these electronic media. These include but are not limited to the following:

- Access to the full texts is only possible from end devices (clients) registered in the Mainz University of Applied Sciences network.



- The electronic copies of articles, eBooks, films and other media stored on the end devices, for example by download, may only be printed or stored for personal use and for teaching and research purposes. They may not be passed on to third parties electronically or in printed or any other form.
- Any automated download of electronic media or search results, by robots for example, is prohibited.
- The commercial use of research results is prohibited.
- In addition to these general conditions mentioned above, the publishers and database providers publish provider-specific copyright regulations and terms of use on their servers. Access to the electronic offers requires the acceptance thereof. The users alone are responsible for compliance with licensing and copyright regulations.

(5) Interlibrary loans

- The library of Mainz University of Applied Sciences participates in the German interlibrary loan system, which is subject to a fee.
- Works that are not available in libraries in Mainz can be ordered from external libraries by the university library in accordance with borrowing regulations (interlibrary loan order). Loan periods and restrictions regarding use are governed by the regulations of the lending library.
- To order via interlibrary loan, an order form must be completed in full. It can be obtained at the circulation desk or downloaded from the library's homepage.

- A processing fee will be charged for interlibrary loan orders. Costs charged by the lending libraries in connection with the procurement of works ordered or for copies on loan are to be paid by the user.
- The interlibrary loan fees for teachers and staff are usually paid by the library.
- The user will be informed when the requested literature has arrived.
- Applications for renewals of loan periods and requests for special permissions should not be submitted to the lending library, they should be submitted to the library of Mainz University of Applied Sciences.
- Works that have not been picked up will be returned to the lending library no later than the end of the loan period. Copies will be destroyed.

(6) Seminar/semester reserve shelves

- At the request of the instructor, seminar/semester reserve shelves can be compiled. These can only be set up in the library and are limited to one semester.
- Media from seminar/semester reserve shelves cannot be borrowed. It is possible to check them out briefly overnight and before weekends starting two hours before closing time. The books must be returned on the next day the library reopens at the latest one hour after opening.

(7) Journal/magazine circulation for instructors

- The loan period in circulation is 7 days.
- The instructor must return the journal to the library or place it in the library's mailbox.
- If the journal is returned late, the normal reminder fee of €3 per week will apply.

(8) Loan periods, renewals, reminder alert

Loan periods:

- The loan period for books is 4 weeks.
- The loan period for media in the textbook collection is 6 weeks.
- The loan period for audiovisual and electronic media is 2 weeks.

Loan periods for instructors:

- If applied for, the loan period for full-time instructors is 6 months with the possibility of two renewal periods.
- If the medium is reserved, the loan period is reduced to 15 days.

Renewals:

- The renewal period for books is limited to 4x4 weeks.
- The renewal period for audiovisual and electronic media is limited to 2x2 weeks.

- It is not possible to renew media from the textbook collection.
- The extension of the loan period from interlibrary loan is only possible with the permission of the lending library and is based on its specifications and must be applied for by the user in the library of Mainz University of Applied Sciences.
- Permanent lending is not possible.
- Loan periods and reservations can be viewed and renewed in the user's library account.

Reminder alert:

- The reminder alert reminds the user 3 days before the end of the loan period to return or renew the book. It is an additional automated service, there is no right to this service. Late payment fees are payable if the loan period is exceeded, even if the reminder has not been received.

(9) Fees

- The use of the university library is free of charge for university members. Fees for non-university members, late fees and interlibrary loan fees are charged in accordance with the State Regulations on Fees from the Ministry of Science, Further Education, Research and Culture (Special Schedule of Fees) of 27 November 2014, as amended.
- Late fees are also due without a reminder.

- If a user is in default with the return of media or has not paid outstanding late fees, any further borrowing is not permitted.
- All fees are due immediately. In case of default, you will be sent a reminder, incurring additional costs. The user must be issued a receipt for any fees paid.
- The user will receive a first reminder by email when the loan period has expired. After two weeks, the user will receive a second reminder by regular mail. After a total of four weeks, the user receives a fee notification. The following fees will be charged in addition to the late fees:
- Media replacement (the price of the borrowed book)
- Restocking fees in the amount of €15.00
- Postage in the amount of €5.35.
- After an unsuccessful reminder procedure, the library will initiate legal proceedings.
- A special notice in the library provides information on the amount of the applicable fees.
- The late fees for all media amount to €3.00 per media, per week or part of a week.
- The fees also apply to professors and university staff.
- The interlibrary loan charge per order is €1.50.
- The interlibrary loan fees for teachers and employees are usually paid by the library.

- The fee for library card replacement is €5.00.
- The restocking fee for media replacement is €15.00.
- The user will receive a receipt for every payment. No objections will be accepted without this receipt.

Overview of costs

Overview of costs	
Late fees per medium per week	€3.00
Costs incurred by a fee notification:	
Restocking fee for media replacement	€15.00
Book replacement	Price of the unreturned item
Postage	€5.35
Other fees	
Interlibrary loan fee per medium	€1.50
Library card replacement	€5.00

(10) Conduct in the library

- Bags should be locked in the lockers in the entrance area. You can borrow baskets for working materials, laptops and books in exchange for a deposit.
- Food and beverages (except water in closed bottles) may not be brought into the library.

- Phones must be put in silent mode in the library.
- The library is not liable for the loss or damage of items brought into the library by users or stored in the coat-room area.
- The maximum level of peace and quiet is to be maintained in all reading areas.
- The media of the university library must be handled with care. Underlining, entries and other forms of damage are not permitted.
- In their own interest, users must inspect the condition of the media when checking them out and inform the library staff of any damage or missing inserts. If no such notification is made, it is assumed that a medium has been loaned in perfect and complete condition.
- The transfer of borrowed media to third parties is not permitted.
- In the event of loss or damage for which the user is responsible, the user shall pay the university library damages in the amount of the purchase or repair price valid at the time such damage occurred. It is also possible to procure the medium yourself, in the most current edition. Writing, marking and underlining are also counted as damage to books.
- All library information, usage instructions and other instructions and information are provided without guarantee. No claims can be asserted against the staff of the library or against Mainz University of Applied Sciences

as a result of the performance of their duties. The library staff is not liable for the provision of incorrect or erroneous information, instructions, instructions for use or other information.

(11) Observance of copyrights

- When using the facilities and services of the library and the media made accessible by it, the user is obliged to observe all existing copyrights, ancillary copyrights and intellectual property rights. In particular, the user may only make copies within the scope of what is permitted by law (Section 60a-h of the German Copyright Act, Subsection 4).
- When using digital media which the library makes accessible on the basis of a license agreement concluded with the provider, the user must take note of and observe the licensing conditions.
- Any use not covered by the license terms violates copyright and must therefore be avoided.
- If a third party makes a claim against the library due to a violation of copyright law or license agreement provisions, the user causing the claim is obliged to indemnify the library against all claims.

(12) Data processing

- Upon registration, personal data is collected and stored in compliance with data protection regulations, insofar as this is required by the library to perform its tasks.

- More detailed information can be found in the data protection declaration of the library: <https://www.hs-mainz.de/studium/services/fachbereichsuebergreifend/bibliothek/> – Data Protection & Privacy tab)

(13) Group work rooms, media room

Group work rooms:

Group work rooms are available for students at both locations

- The use of the rooms can be reserved in advance (in person, by phone or by email).
- If your group has reserved the room for several days, please do not leave any personal items in the room.

Media room Holzstraße:

- The use of the room can be reserved in advance (in person, by phone or by email).
- The use is limited to 2 hours (exception: the playing time of the film is longer).
- The headphones and remote controls can be borrowed at the circulation desk in exchange for identification documents.
- The users are liable for damages resulting from improper use.

(14) Termination of the user relationship

- For members of Mainz University of Applied Sciences, the user relationship ends when they leave the university. For non-members of Mainz University of Applied Sciences, the user relationship ends when the annual user fee has not been paid. In addition, the user relationship may be terminated by expulsion. Obligations arising from the use of the library remain unaffected by this.
- All users must return borrowed media at the latest on the day of termination of their user relationship and pay any costs and fees incurred in connection with the use of the library.
- Students at Mainz University of Applied Sciences must return all media borrowed from the library before deregistering and will receive confirmation in writing that they have fulfilled all obligations towards the library.
- Professors, lecturers and other university staff must return all borrowed books and other media when they leave the services of the university. The library will also confirm the obligations have been fulfilled for this group of persons.

(15) Expulsion

Anyone who violates the usage regulations may be temporarily or permanently suspended from using the library. All obligations of the user arising from the usage relationship shall remain in effect even after the expulsion.

Mainz, 13.12.2018 / The Library Committee

LITERATURE MANAGEMENT PROGRAMS (CITAVI / ZOTERO)

The university library offers two programs for literature management. Students can choose between Citavi (Windows) and Zotero (Win/Mac).

Citavi

Citavi supports students and researchers in all steps of working with scientific literature. The program provides access to over 4,000 library catalogues (including the catalogue of Mainz University of Applied Sciences) and specialist bibliographies, whose data can be saved for further reference with just one click. And you don't have to type in the titles of that giant stack of books on your desk. If the books have an ISBN (International Standard Book Number), and all books since 1980 have one, this number is sufficient. Citavi uses it to obtain all necessary information from the internet: author, title, publisher, year and often even the cover illustration and a brief summary.

How does data become knowledge?

First Citavi organizes the literature collection. Not every text has to be dealt with immediately and in the same way. With Citavi's task planning, you can define for each essay or book what has to be done with it and by when. At the click of a button, this becomes a task sheet for your next visit to the library.

The decisive factor, however, is what is done with the information collected. In Citavi, this is called 'knowledge orga-

nization': essentials must be separated from insignificant things and connected with existing knowledge.

Citavi provides several tools for this. Literature is easy to index and categorize. The most important citations can be taken from each text, arranged systematically and connected with your own ideas, thoughts and first text drafts. In this way, a knowledge base tailored to the work objective grows continuously.

How do you get Citavi?

1. Create an account using citavi.com/hs-mainz

Your email address of Mainz University of Applied Sciences (*...@hs-mainz.de/...@students.hs-mainz.de*) serves as authentication. You cannot order with a free mail address (*web.de, GMX, gmail, etc.*).

2. Click on the link to download.

Note for Mac users

There is no version of the Citavi literacy management software available for Mac yet. One solution for Mac users is a Windows simulation. You can find instructions for this in the Citavi manual.

Zotero

Zotero is a free, English-language literature management program that can be used on all common operating systems (Windows, Mac OS, Linux).

Key functions

Import of data during literature search by mouse click: Special symbols signal in the browser if a website contains bibliographic data suitable for Zotero. This is the case with many databases, catalogues and online publications.

Management of different references: In addition to classic literature types such as books and journal articles, entries can also be created for videos, websites, presentations, podcasts and much more. Metadata of imported PDFs can be retrieved. Reference lists can be created in a standardized citation style. There are plug-ins for the word processing programs Microsoft Word and LibreOffice which can be used to conveniently insert references into the text while writing and automatically create bibliographies.

How do you get Zotero?

1. Set up a free account on www.zotero.org/user/register
2. Install Zotero Standalone and Zotero Connector using <https://www.zotero.org/download>

Instruction courses

The library offers introductions to both literature management programs. If you are interested, please send an email with your first and last name to citavi@hs-mainz.de. The library will publish planned dates on its homepage and inform interested users by email.

LITERATURE PROPOSALS

Students of Mainz University of Applied Sciences can submit a proposal for subject-related literature. The form can be found on our homepage. After consulting the respective faculty member, we will place an order and add the proposed copy to our collection.

LOAN PERIODS

Medium	Loan period	Renewal
Books	4 weeks	Yes, 4 times
Textbook collections	6 weeks	No
DVDs	2 weeks	Yes, once
Reference materials	No, except for short loans (see page 48)	No
Seminar/semester reserve shelves	No, except for short loans (see page 56)	No

LOCKERS

Bags and backpacks may not be brought into the library (see page 24, Usage Regulations). Lockers are available at both locations (Campus/ Holzstraße). You will need €1 (Holzstraße also €2) to close the lockers, and you will get your money back after reopening the lockers.

For work materials, laptops and books, each circulation counter provides baskets.

If the locker key is lost, a fee of €20 will be charged for opening the locker.

MEDIA ROOM

The library at the Holzstraße location has set up a media room with a group work room for students. Users have the opportunity to view DVDs from the library's inventory in the media room.

The equipment includes:

- Panasonic 3D TV
- Beyer Dynamic headphones
- Oehlbach headphone amplifiers
- Panasonic Blu-Ray player
- Panasonic 3D glasses

The quality of the equipment was considerably focused on with regard to the requirements of students of our time-based media department. The media room can be reserved or used spontaneously. All DVDs of the library are now located in the media room.

OPAC - ONLINE PUBLIC ACCESS CATALOGUE (LIBRARY CATALOGUE)

OPAC is the first place to go if you are looking for literature on a specific topic.

Here you will find all print media, as well as eBooks and DVDs. In addition, you can access your user account via OPAC and renew or reserve media or change your password.

Searching in OPAC

A search in OPAC basically works like any other search in a search engine:

Enter the term and click on 'Search' or confirm with 'Enter'. However, since there are several media on one topic, you can narrow down the search in OPAC by searching for several terms at the same time or by excluding terms. The more terms you enter, the clearer the search results will be. We therefore recommend that you use the 'Advanced search' function. There you can enter and search for up to four terms.

In addition, you can also decide whether you want to search only for a certain medium (books) or for every type of media that exists on a subject (online resources, journals & magazines, maps, etc.).

Please also pay attention to the correct spelling of the terms, because unlike conventional search engines, spelling is not corrected. There is no distinction between upper- and lower-case letters.

Results

Once you have found the right literature in OPAC, you can easily find it on the shelf. OPAC shows you in which library you will find the medium, which shelf mark you have to search for, where it is in the library (open access, periodicals or counter) and whether the medium is available or has been checked out.

OPEN ACCESS

The term 'open access' is registered in OPAC as the location in most cases, and this means that these media are on a shelf in the library of the university and freely accessible. You could compare it to a supermarket, where you get the products from the shelf yourself and then have the staff enter them at the checkout.

OPENPLUS

OpenPlus is a new service of the library, which will be available on campus in 2019. This new service will enable you to use the library outside regular business hours (depending on the business hours of the university building).

Since there will be no library staff present during the extended OpenPlus hours, students who wish to use this service will have to register at the circulation desk and request this type of access.

Once you have scanned your library card and entered your PIN at the entrance, you can enter the library and use the collection and workstations for your studies or borrow or return books using the self-check-out service (see page 54).

You are not permitted to take along anyone who has not registered for this service.

During the OpenPlus times, the library's rules and usage regulations apply just as they do during normal business

hours. You will receive more information on the usage of OpenPlus when you register.

OUTLETS & USB CHARGING STATIONS

The users of the two libraries have the possibility to charge and use their electronic work equipment (laptop/smartphone/tablet) using our multi-socket outlets. In addition, the library provides USB charging stations for mobile devices at the Holzstraße location. You can borrow USB cables for charging at both locations.

PASSWORD

The default password for your online user account in OPAC corresponds to your date of birth, but only six digits and without the dot in between (see page 23, Library Card). However, you can assign a new password through the user account and use it afterwards.

PERIODICALS: MAGAZINES/JOURNALS

In addition to books and electronic media, both library locations offer a number of journals on the respective subject areas taught at that location.

PERIODICALS: NEWSPAPERS

Those interested in the daily news will find a selection of current daily newspapers in both libraries. These are located near the counter.

PRINTING

At Mainz University of Applied Sciences, several multifunctional devices have been installed on Campus and in the Holzstraße, Rheinstraße and Wallstraße locations. One of these is located at each of the library locations. All students and staff can use the multifunctional devices.

Prior to your first use, you must assign your StudiCard to your printing account ('PaperCut' at Johannes Gutenberg University Mainz).

With this registration, a (virtual) account is created for each student, to which money must be transferred from their StudiCard.

The process of assigning your card, the setup of the printer on the computer and the administration of the accounts are explained in the following sections.

Assigning your card

To be able to copy or activate print jobs on the multifunctional devices (print stations), you must first register a StudiCard by clicking on Assign card. To do this, you must log in with your IT account during the process and assign a 4-digit PIN, which must then be entered each time you log on to the copier. The computers for registration are located on Campus in the basement, and in Holzstraße at the entrance to the cafeteria. An English menu is available on the printer.

(Please note: This procedure must only be carried out once before the first time you print.)

Increasing your balance for printing

You can increase the amount in your account for print and copy orders ('Account balance') by logging in with the corresponding card under 'Increase balance'. You can then transfer money from your StudiCard to your printing account. In the same way, you can also rebook existing credit back to your StudiCard (upon completion of your studies, for example).

Printing on the printer

Log in to the printing station with your StudiCard by entering your PIN on the touchscreen. Confirm your account with 'Continue'. Three symbols will now be displayed, and above the symbols you will see the number of outstanding print jobs, which can also be printed directly.

The 'Print jobs' function shows you a list of all your current print jobs and the costs. You can also print the relevant documents here.

Using the 'Scan' function, you can scan individual pages and forward them directly to your university email account by email. It is also possible to scan several pages.

Selecting the symbol 'Device function' allows you to make direct copies, including double-sided copies.

First, information about your current balance appears on the monitor, and by pressing 'Next' you can proceed to the next screen to make copies.

Printing from USB data storage media

Only FAT-/FAT32 data carriers can be used. Other formats (like NTFS) are not supported. Please also note the maximum data size of 16 GB.

REFERENCE MATERIALS

At both locations there are materials that cannot be checked out. These materials, known as reference materials, have 'Nicht entleihbar' (Not borrowable) on their spines.

To ensure that the content of these media can still be used for research purposes, both libraries have photocopiers, scanners and special USB connections for transferring data. A short loan of these materials is possible (see page 24, Usage Regulations).

REGISTRATION

The library of Mainz University of Applied Sciences is a publicly accessible institution.

Students and alumni of Mainz University of Applied Sciences and Johannes Gutenberg University Mainz can register with us free of charge in conjunction with their student ID. The library card is then valid for both locations (Campus/Holzstraße).

External students and users can use the library at both locations for an annual fee of €5 (students) or €10 (external users).

For non-members of the university with a different nationality, special rules apply for registration (see page 37, Usage Regulations).

When you register, personal data is collected and stored in our system. This data is used to perform the necessary tasks within the scope of providing and processing the use of the library (see page 14, Data Privacy & Protection).

Upon registering, you will receive a library card and an online user account which you can use to renew and reserve media and change your password.

REMINDER ALERT

The reminder alert is an automated email that sends you a message three days before the end of the loan period, asking you to renew your loan period or return the media that is due. Please note that this service is an additional feature, meaning there is no right to notification. The same applies here as for reminders: Even without notification, late fees will be charged if the loan period is exceeded (see page 49, Reminders). For this reason, please check your user account regularly to make sure that the email address stored in the system is still valid.

REMINDERS

Since the library can only make a limited number of book copies available in order to be as broadly positioned as possible, punctual return of media is extremely important. This

is the only way to ensure that other students also have the opportunity to use the medium.

You will have to pay late fees if you do not comply with the return deadline, and we will send you an additional reminder as a warning.

The reminders will be sent in three stages, with a deadline of two weeks between each reminder to give you the opportunity to respond.

The first reminder will be sent electronically by email one week (or one day if the medium has been reserved) after the return deadline and is intended to remind you to return the borrowed media.

The second reminder will be sent by regular mail two weeks after the first reminder, with the late fees continuing to accrue until the third reminder (€3/medium/week).

The fee notification (third reminder) will be sent two weeks after the second reminder by registered mail together with a return receipt, and at this time we must assume that the medium is no longer in your possession, so we will charge you the replacement price in addition to the late fees. Further, you will be charged for the restocking of the media replacement (€15) and the postage costs for registered mail (€5.35) (see page 37, Usage Regulations).

RENEWALS

The loan period for borrowed media can be renewed using your user account in OPAC as long as the loan period has not been exceeded and there is no existing reservation for the medium.

The renewal of the loan period is limited: For books it is possible to renew four times, for DVDs only once. Media from the textbook collection, on the other hand, cannot be renewed. The user account also does not show how many times you have already renewed, so please do so carefully or ask the library staff. If you no longer see a renewal, but the book is not reserved, we can renew it for a fifth and final time. Please come to the library or send us an email asking for a renewal.

RESEARCH

Use our library catalogue OPAC (see page 42, OPAC) to start your literature search. It contains the complete printed collection of the library as well as a part of the digital collection (such as single eBooks, eBook packages).

In addition, various databases are also available for searches (see page 13, Databases). You are also welcome to contact the library staff if you are unable to find what you are looking for.

RESERVATIONS

Using OPAC, you can reserve media that is presently loaned out. This applies to all open-access media with the exception of textbook collections, as they may not be reserved due to high demand.

To reserve a medium, simply click on the ‘Recall this’ button in the ‘Status’ field of the display of titles. After entering your library card number and your password, you will see information about the loan period and the number of reservations already existing for this volume.

After entering your library card number and password again, the medium will be reserved for you.

After we have received the reserved media, we will inform you by email and reserve them for one week at the circulation desk. When making your reservation, please pay attention to the location of the media (Holzstraße or Campus), as you can only pick up your reserved media at the respective location.

Although instructors have an extended loan period, we encourage you to make a reservation on any medium borrowed by the instructor. We will then adjust the loan period to 15 days, so that you get the desired medium more quickly.

RETURNS & RETURN BOX

Borrowed media have a loan period (see page 33). The punctual return of the media is essential so that the medium can be borrowed by the next user. Any return after the deadline will result in late fees (see page 18, Fees, and page 24, Usage Regulations).

You have the option of either bringing the media personally to the respective location or depositing them in the book return box in front of the entrance to the Holzstraße library when the library is closed.

On Campus, you can also use our return box located outside the library. You can use this service when the university building is locked. Users of both library locations can return media there.

The return box is locked during the library’s regular business hours.

Please also note that even if you deposit the item in the return box, you will still be charged late fees if the item is returned after the loan period has ended.

SET-UP

The collections of the library at both locations are systematically arranged according to subject areas and teaching areas.

All books, journals and DVDs are freely accessible and can be used by library users and also borrowed, with a few exceptions.

The libraries use their own classification systems. The shelf marks on the media of the respective location are structured differently (see page 57, Shelf Marks).

Although the V Geoinformatics and Surveying collection has been relocated to the Campus location, it is based on the original Holzstraße location's classification system.

SELF-SERVICE TERMINAL

The self-check-out service at the Campus location allows media to be borrowed and returned without library staff during business hours.

Instructions for using the self-check-out service

There are three symbols on the monitor of the terminal – **check-out, check-in and account**

Instructions for checking out and checking in (returning)

- 1.) Tap on the respective symbol
- 2.) Scan the barcode of your library card
- 3.) Enter your password
(date of birth, six digits: **DDMMYY**)
- 4.) Place the medium on the glass surface beneath the monitor

The anti-theft device of the medium is activated or deactivated and posted to or removed from your account.



Account information instructions

- 1.) Tap on the 'account' symbol
- 2.) Scan the barcode of your library card
- 3.) Enter your password
(date of birth, six digits: **DDMMYY**)

The account overview appears on the monitor (borrowed media, reservations and the amount of late fees incurred). You can also renew borrowed media under this menu point if they have not been reserved by someone else.

Renewal instructions

- 1.) Tap on the 'Go to account' symbol
- 2.) Scan the barcode of your library card
- 3.) Tap on 'Items out'
A list appears with all the media you have currently borrowed
- 4.) Select the media you want to renew and press 'Renew selected' to confirm the renewal.

You have the option of printing a receipt for all transactions.

SEMINAR/SEMESTER RESERVE SHELVES

Professors can compile literature from the library for their classes in a seminar/semester reserve shelf. These media cannot be borrowed, but can be found by students in the

library under the name of the lecturer or under the subject area and used on site. It is possible to briefly check them out overnight and before weekends starting two hours before closing time. They must be returned the next day on which the library reopens, no later than one hour after opening. After the semester has ended, the seminar/semester reserve shelf will be disbanded.

The seminar/semester reserve shelves are located in a special shelving unit at the Holzstraße location to the left of the circulation desk, and at the Campus location in the basement.

SHELF MARKS

A shelf mark is the location of the medium in the library. The shelf mark is unique and is located on the spine of the book, and is intended to help find the medium (book) on the shelf.

Example of a shelf mark (campus): B 340/2 N

With the help of this shelf mark, you can determine that the medium is in section B (School of Business) in the 340th group in the 2nd position on the shelf. The letter at the end implies multiple copies of a work.

The shelf mark of a medium can be retrieved from OPAC (see page 42).

Below you will find an explanation of the individual letter abbreviations depending on the library location:

Campus

A	General
B	Business Administration
G	History
K	Arts and Humanities
L	Languages
N	Natural Sciences/Engineering
P	Psychology/Education
R	Legal
S	Statistics
V	Economics
V	Surveying & Geoinformatics
Z	Journals/Magazines

Available at: [Bibliothek der Hochschule Mainz, Standort Campus](#)
Shelfmark: R 0403/11 A
Location: Freihand
Status: Präsenzbestand - i.d.R. nicht ausleihbar
 For use in the library only

Available at: [Bibliothek der Hochschule Mainz, Standort Campus](#)
Shelfmark: R 0403/11 S
Location: Freihand
Status: Checked out → [Recall this](#)

Example:

The letter after the shelf mark means that there are several copies of the medium. Please do not confuse it with the abbreviation of the name of the artist, architect, etc. They always contain three letters (see below).

Holzstraße

A	Architecture/Interior Architecture
G	Fundamentals
K	Communication/Media Design (DVDs)
B	Civil Engineering
Z	Journals/Magazines

Letter abbreviations artists/architects/designers/photographers/film-makers, etc.:

Some of the copies have letter abbreviations on the spine in addition to the shelf marks. These stand for the first three letters of the artist/architect/designer/ photographer/film-maker, etc. and are sorted alphabetically under the name of the person in accordance with the shelf mark. You will only find this type of arrangement at the Holzstraße library.

Example of a shelf mark with letter abbreviation

Shelf mark: A 2.9/856 Fie (Fieger)

Location: open access

You will not find this medium in **856th** place in the **2.9th** group in the Department of Architecture, however, but under the letter F.

TEXTBOOK COLLECTION

The term textbook collection refers to books that are frequently requested and of which multiple copies are available per title. These books are often recommended in lectures and can be borrowed for a maximum of just six weeks due to the high demand and cannot be renewed (see page 37, Usage Regulations).

TRASH DISPOSAL

Please ensure that the workplaces you are using are left in the same condition as they were when you found them. Trash cans are available for waste disposal at both locations.

USB THUMB DRIVES

If you forgot your USB thumb drive at home but want to scan something, you can borrow one for two weeks at either library location. Simply contact our staff at the counter.

USER ACCOUNT

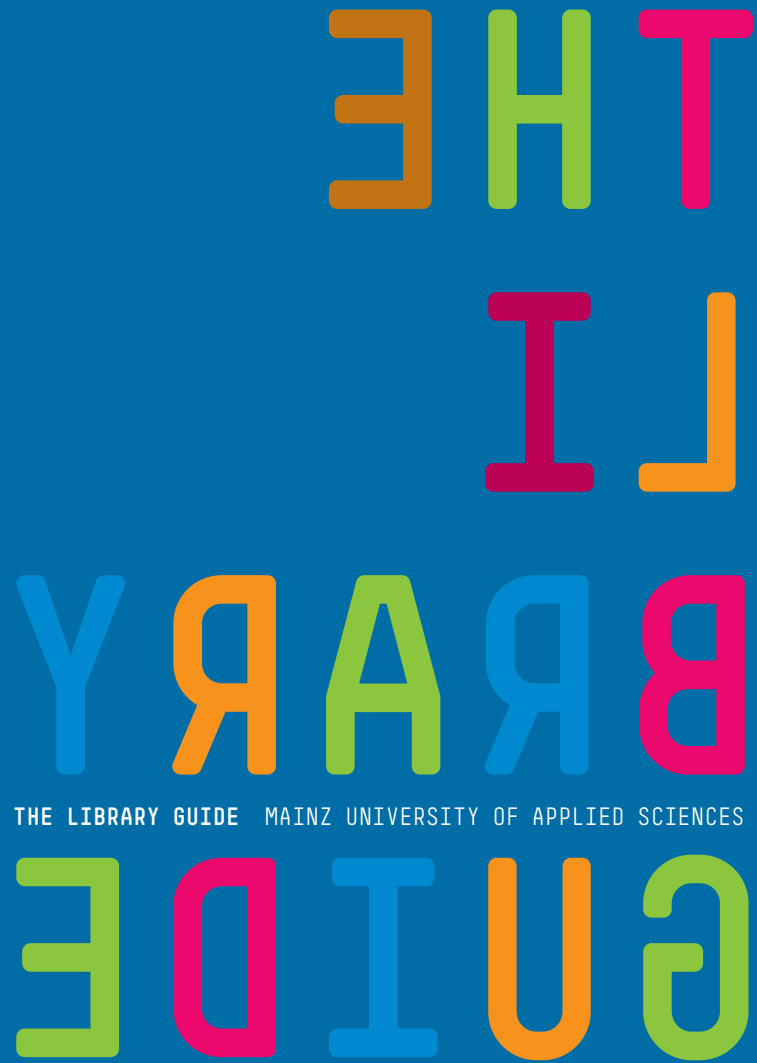
All information on the media you have borrowed or reserved can be accessed online using your user account. Access our online catalogue and click on the 'User account' button in the left-hand column. Enter the number of your library card and your password and click on 'Send'. The default password is your date of birth in the form **DDMMYY** (for example 050988).

In your account you can view and renew the materials you have borrowed, view and cancel your reservations, view the amount of unpaid fees (receivables), check your postal address (personal details) and change your password.

If your personal details change (address, last name), we kindly ask you to inform us immediately by email or in person at one of the locations (see page 24, Usage Regulations).

ZOTERO

Zotero is an open source literature management program. See page 38 for more information about the program.



THE LIBRARY GUIDE MAINZ UNIVERSITY OF APPLIED SCIENCES