Service Portfolio of the University Library
Literature Supply und Information Literacy for Research and Teaching

The University Library is the modern, academic information centre of the Technical University of Munich. In our nine branch libraries at the campuses in Munich, Garching, Freising and Straubing, we offer a comprehensive library service and a wide range of information and search opportunities to researchers and employees.

Literature Supply, Loan Services & Information Retrieval

The University Library has a total collection of 2 million electronic and printed media. In addition to classic loan services, we provide you with comprehensive collections of e-journals, e-books and databases within the TUM network. All media can be searched in the online catalogue (OPAC):

Loan Options
The University Library offers – depending on user group and media type – different loan services:

- **Loan collection**: same regulations apply to all user groups (loan period of 4 weeks + up to 2 renewals for 4 weeks at a time – unless another library user has reserved the item)
- **Restricted-loan collection**: available for loan only to TUM employees (loan period of 4 weeks + up to 9 renewals for 4 weeks at a time – unless another TUM staff member has reserved the item)
- **Non-loan collection**: same regulations apply to all user groups (only short term loan overnight); journal issues in the current year are part of the non-loan collection
- **Textbook collection**: same regulations apply to all user groups (loan period of 4 weeks + up to 5 renewals for 4 weeks at a time – unless another library user has reserved the item)
- **Journal volumes**: if closed-access collection, available for loan for a period of 2 weeks; if reading room collection only short term loan overnight.

Our loan services include a free courier service that allows you to order library items to any TUM branch library and return it at any branch library.

Access to Electronic Media and Databases
We provide you with access to 39,500 electronic journals, 136,000 e-books, and more than 2000 specialized databases. You can obtain access:

- via eAccess, our web-based authentication tool. It allows you to access our electronic media collections at home or elsewhere. Authenticate yourself as an authorized user with your TUM ID.
  For more information on eAccess see www.ub.tum.de/en/eaccess.
- or via proxy configuration within the TUM IP range. Enter the URL http://pac.lrz.de/ under "Automatic Proxy Configuration" in your browser beforehand.
  Then, use the respective access links to our e-journals (www.ub.tum.de/en/ejournals),
Document Delivery
- All TUM members (including students) can obtain free-of-charge scans of individual articles from the library’s printed collection and have them electronically sent. For further information on the TUM-internal delivery service dokumenTUM, see www.ub.tum.de/en/dokumentum.
- In addition, we are happy to obtain literature for you that is not available locally, via interlibrary loan. For further information, see www.ub.tum.de/en/interlibrary-loan.

Literature Requests and Purchase Recommendations
- All library users may send purchase proposals for books to the library, using the online recommendation form. Depending on the budget and collection requirements, these books will be bought and reserved for you. For the recommendation form, see www.ub.tum.de/en/recommend-purchase.
- Faculty members can also send lists of books to the University Library, which will be purchased (as far as the budget and library regulations allow) and will be incorporated into the collection of the branch libraries. Please contact the subject librarian responsible: go.tum.de/044192
- In particular, the library kindly asks you to hand in textbook and basic literature recommendations for individual courses to the subject librarian responsible before the semester begins.

Closed Reference Collections
The library facilitates the provision of closed reference collections through third-party funds. Members of the chair can send their order requests using the online form at www.ub.tum.de/en/recommend-purchase or by e-mail to the subject librarian responsible (go.tum.de/044192). Please specify that it is a third-party funding! Items for closed reference collections are purchased (where possible including library discounts) and catalogued by the library and then be sent together with the original invoice to the chair where they will remain permanently. They can be searched for in the online catalogue, but are excluded from interlibrary loan, as well as reservation and borrowing by other users.

Electronic Publishing & Research Data Management
The University Library offers you information and support with the publishing of academic papers and the management of primary data and digital documents in research and teaching.

Media Server & Institutional Repository
With mediaTUM, the publication and media server of the TUM, we support the publishing and archiving of digital documents, such as images, videos, theses and other academic papers. With mediaTUM you can:
- create bibliographies with links to full-texts
- embed publication data via web service on your own websites
- manage image archives for research and teaching
- administer your digital objects in an individual workspace
- independently upload documents and create a suitable folder structure
- enter metadata in a special webform designed to meet your requirements
- offer your object collection within the faculty, campus-wide, or free on the internet

Our mediaTUM team is happy to advise you: mediatum.ub.tum.de

Research Data Management
The TUM Research Service Centre supports the entire life cycle of research projects and advises you on all aspects of research data management. A transparent structure in the handling of research data is essential.
for the scientific community and part of the TUM guidelines for good scientific practice. We support you with information, advice: www.ub.tum.de/en/research-data-management

Open Access and Publishing Fund
The TUM supports you in the open access publishing of your scientific results. In the TUM’s Open Access Policy, the Board of Management calls on all researchers to publish their research results freely accessible in order to make them available to the widest possible scientific community – long-term, free of charge and barrier-free. Through a specially established fund, the TUM can cover the costs, which are invoiced by publishers when you publish in open access journals. For further information, see www.ub.tum.de/en/open-access.

Bibliometrics
Citation-based research evaluation and bibliometrics help you to measure, compare and communicate the importance of your scientific publications. The University Library supports you in evaluating your own research impact and finding research partners with the help of bibliometric methods. We offer you a free consulting service with training courses and individual consultation hours and advise you on ORCID iD, affiliation designation, author profiles and academic networks. www.ub.tum.de/en/bibliometrics

Support with Your Teaching
The University Library supports you in the transfer of information literacy. Discuss with us the different opportunities for cooperation.

Course Program & Consultation Offers
The library offers various events for you and your students concerning information retrieval, reference management, electronic media, correct citation, academic publishing and bibliometrics.

- **Courses for Researchers and Academics**
- **Courses for Students and PhD Candidates**
  e.g. “Information Literacy 1 – Search and Find E-Books and E-Journals”, “Information Literacy 2 – Research Strategies for Seminar Papers and Theses”, and “Search, Cite, Publish”
- **Courses for Faculty Staff on Information Provision**
  Our "The Fast Route to Library Material" course is aimed specifically at employees of chairs and institutes, which are responsible for the provision of literature.
- **Courses on Citation and Reference Management**
  In addition to our citation course “Cite it right” we also offers modular courses on the reference management programs Citavi and EndNote, for which campus licenses are available: www.ub.tum.de/en/reference-management.
- **Tailored Courses**
  In consultation with you, we are happy to offer integrated teaching units on information literacy in your seminars and lectures.
- **Consultations and Drop-in Sessions**
  In addition to our course program we also offer you individual consultations on search strategies and databases, reference management and citation, as well as bibliometrics and impact.
• **Library Tours**
  
  e.g. after work library tours or tours at the beginning of semester, in consultation with your tutors, lecturers, and student associations; either as a general or as a subject-specific tour

In addition to face-to-face courses and webinars, we offer e-courses in which interested parties can independently work through the entire content of a course, using e-learning materials. A certificate of participation after completion of a final test is possible. For our complete range of courses and consulting services including appointments, registration and e-learning materials, see [www.ub.tum.de/en/studying-working](http://www.ub.tum.de/en/studying-working)

**Course Reserves**

• **Digital course reserves**: make journal articles and book chapters comfortably available to your students in Moodle. Search our collection via the online catalogue OPAC and transfer the data of the desired materials with a mouse click into Moodle. We then take care of the scanning. Scans will automatically be provided in Moodle and accessible to you and the students on your course.

• **Course reserves with print media**: books that you recommend to students for preparation and follow-up of your lecture can be placed on separate shelves in the branch library and excluded from loan services, so that they are available as non-loan copies to all students for a certain period.

For more information on setting up a course reserve, see [www.ub.tum.de/en/course-reserves](http://www.ub.tum.de/en/course-reserves)

**Contacts**

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