More than just a library
Services for TUM Researchers
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Our Tips

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TUM University Library

The University Library consists of nine branch libraries in Munich, Garching, Freising and Straubing. All libraries provide you with convenient study and reading areas with or without desktop computers. In the Branch Libraries Medicine, Physics, Main Campus and Life Sciences, you can reserve individual study rooms, so-called carrels.

Wireless LAN is available to TUM members in all branch libraries via eduroam (www.it.tum.de/eduroam).

www.ub.tum.de/en/branch-libraries
Your Access Pass

The services of the University Library are generally free of charge – whether borrowing, scanning, or using e-books, e-journals, search portals or campus licences. Your access pass is the TUM PersonalCard.

First Steps

1. Please have your TUM PersonalCard activated for library use in one of our branch libraries or at the first level hotline.

2. Log in to the Online Catalogue (OPAC) and set your individual password (max. 12 digits). For your first login, please use the library number (barcode number on the back of the TUM PersonalCard) and the standard password (your birthday and month in the form DDMM).

www.ub.tum.de/en/library-card

Tip: Ask a librarian!
Need support? Ask our First Level Hotline.
• Phone | 089 189 659 220
• WhatsApp | 0173 861 8412
• E-Mail | information@ub.tum.de
• Chat | go.tum.de/978612
www.ub.tum.de/en/first-level-hotline
Library Number and TUM ID

With your library number you can:
- order and reserve books in the OPAC
- check your OPAC account and see what you have borrowed and for how long
- order books and articles via interlibrary loan
- order scans of articles and book chapters via dokumenTUM

With your TUM ID you can among other things:
- access our e-books, e-journals and databases via eAccess – whether on campus, at home or on the move
- log in to Moodle, the e-learning platform of TUM
- use wireless LAN via eduroam at the branch libraries and on campus
- log in to desktop computers at the library
- download the reference management programs Citavi or EndNote for free

www.ub.tum.de/en/logins

Tip: Get to know the library!
Visit one of our after-work library tours at the Branch Library Main Campus.
www.ub.tum.de/en/library-tours
Key Figures
2 million printed and electronic media, including
170,000 e-books
72,000 e-journals
1,800 printed journals
100,000 textbooks
2,300 databases
Searching, Borrowing, Ordering

Our Collections

The University Library holds two million items. We place special emphasis on e-books and e-journals, which you can access seven days a week, around the clock, whether on campus, at home or on the move.

Printed journals, newspapers and books are freely accessible in our branch libraries – for loan or reading on-site. In addition, you can also order items to the branch library of your choice via our Online Catalogue (OPAC).

www.ub.tum.de/en/borrowing-ordering
E-Books

The University Library has more than 170,000 e-books. You will find our entire collection in the OPAC. You can see whether a title is available as an e-book by the blue "Read online" button.

To read our access-protected e-books, please log in with your TUM ID via eAccess.

www.ub.tum.de/en/ebooks
E-Journals

We offer articles from over 72,000 scientific journals. You can find our e-journals in the Electronic Journals Library (EZB) and in the OPAC.

To read access-protected articles in full text, please log in with your TUM ID via eAccess.

www.ub.tum.de/en/ejournals

Tip: eAccess – e-media remote access
Most of our e-media are access-protected. You must authenticate yourself as a TUM member before you can access full texts free of charge. The easiest way to do this is via eAccess: Log in with your TUM ID, then follow the links to our e-books, e-journals, or databases.

www.ub.tum.de/en/eaccess
Search Portals and Databases

The University Library offers over 2,300 databases, search portals and learning platforms in which you can find scientific papers, statistics, company data, articles from journals, newspapers, conference proceedings and much more.
• **Web of Science** and **Scopus** are among the most wide-ranging scientific databases. Here you will find articles and literature references on the current state of research.

• **Legal portals, company and fact databases** are comprehensive sources for corporate and financial information, industry data, country reports, press articles, news content, statistical data and legal information such as legislation or court rulings. Our portfolio includes Nexis, Juris, Beck-online, Statista, OECKL-Online, Hoppenstedt, WISO and Business Source Complete.

• **Perinorm**, our standards portal, gives you full text access to all current and historic DIN standards as well as current VDI guidelines and ISO standards.

For access information and a comprehensive overview of all our databases please visit:

Borrowing and Ordering

· on site

You can borrow and return books in all branch libraries during opening hours. If books are located in another branch library or in the closed access collection, order them via OPAC to the branch library of your choice and collect them there.

Ordered items are usually available for collection after 1–3 working days and are on hold for 10 days. An exception is the Branch Library Straubing, where ordered books are available after 5 working days.

www.ub.tum.de/en/loan-services

<table>
<thead>
<tr>
<th>Loan Collection</th>
<th>Textbook Collection</th>
<th>Restricted Loan Collection</th>
<th>Reference Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Period</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>only short-term loan*</td>
</tr>
<tr>
<td>Renewals</td>
<td>+ 2 × 4 weeks</td>
<td>+ 5 × 4 weeks</td>
<td>no renewals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+ 9 × 4 weeks</td>
<td></td>
</tr>
</tbody>
</table>

* Short term loan: two hours before library closing until two hours after the opening on the next day.
· online

If you want to read e-journals or e-books, log in with your TUM ID via eAccess.

www.ub.tum.de/en/eaccess

· via in-house scan service

Do you need scientific papers or articles but cannot come to the library yourself? Then we scan documents for you free of charge. Order book chapters or articles from our collections via dokumenTUM – which you can find in the OPAC for each individual title in the „Order“ tab.

www.ub.tum.de/en/dokumentum

· via interlibrary loan

You can order books from libraries in other cities via national or international interlibrary loan. This is possible for both printed and selected electronic media.

www.ub.tum.de/en/interlibrary-loan

Tip: No time to pick up books?
You have 170,000 e-books and 72,000 e-journals at your disposal, which you can access around the clock from everywhere via eAccess. Alternatively, you can authorise a person you trust to borrow books for you with your PersonalCard.
· via document delivery

The German National Library of Science and Technology (TIB) supplies specialist literature in the subject areas of architecture, chemistry, computer science, mathematics, and physics. After registration in the TIB portal, you can order required literature and have it delivered worldwide (charges apply).


Subito is a fee-based and fast document delivery service from academic libraries in Germany, Austria, Switzerland and China. You can order copies of articles from print journals and books or have books on loan delivered right to your home address. On request, your order can be delivered within 24 hours.

www.ub.tum.de/en/subito

· recommend literature for purchase

Haven't found what you were looking for despite our wide range of media? Are the latest conference proceedings not yet in our collection? Are you missing an important reference book on your research area? Then recommend it to us for purchase and become the first borrower.

www.ub.tum.de/en/recommendation

As a faculty member, you can also send lists with literature suggestions to the University Library, which we will be happy to purchase if the budget and the library regulations allow. Our subject librarians are there to advise you.

go.tum.de/044192
Researching and Publishing

The University Library supports you with a wide range of publishing and consultation services in the areas of research data, citation, open access, bibliometrics and academic identity management.

Research Data Management

At the TUM Research Service Centre, the University Library bundles its services for researchers and supports on request the entire life cycle of research projects.

The service centre offers courses, individual consulting and technical infrastructure, e.g. for composing data management plans. We also advise you on the publication of research data, which makes your research visible and citable, and thus increases your scientific impact. You can reach our consulting team at: eric@ub.tum.de

www.ub.tum.de/en/research-data
Course on research data management
Get to know the basics for the sustainable handling of research data. Learn everything you need to know about third-party funding requirements, data structuring and storage, long-term archiving, and the publishing of primary data.
www.ub.tum.de/en/course/research-data-management

Tip: Guidelines for the handling of research data
Transparent handling of data is essential for smooth research operations. The goal of sustainable research data management is to document and safeguard research results, while respecting disciplinary standards. The TUM Board of Management has adopted binding guidelines to ensure this.
Reference Management and Citation

Citavi and EndNote

For your research papers or theses, you will need to search literature on your topic extensively. Reference management programs help you to keep track and create references and bibliographies. We offer free download for the programs Citavi and EndNote and provide you useful tips in our introductory and advanced courses.

www.ub.tum.de/en/reference-management

Cite it right

We also help you to cite correctly: You will find answers to basic questions in the TUM Citation Guide. In our course „Cite It Right“ we will teach you how to avoid unintended plagiarism. In addition, we will also advise you individually: Make an appointment for our consultation service.

www.ub.tum.de/en/citing

Tip: Good scientific practice

The basic principles of scientific work require that you document findings and respect the value and integrity of others’ contributions. At the TUM Graduate School and the University Library, we support you with courses and consulting services on the correct handling of data, citation rules, open access and publishing standards.

TUM Publication Guidelines

Key indicators of the university’s performance are the publications that you are authoring as a TUM researcher. They play an important role in international university rankings. Therefore, it is in the interest of the TUM that all publications can be identified and correctly attributed.

The TUM has defined a binding, standardised affiliation in German and English in its Publication Guidelines. Please observe these guidelines throughout the entire publication process, and wherever else a university affiliation is required (e.g. at conferences, for presentations, or on grant proposals).

www.ub.tum.de/en/publication-guidelines

Course on publishing

The focus of this course is on open access, authors’ rights and the publication process. Find out how to select appropriate journals for your articles, how to navigate submission procedures and peer reviews, and how to publish at TUM.University Press or on mediaTUM.

www.ub.tum.de/en/course/routes-to-publishing
Publishing Open Access

Open access stands for the unrestricted access to scientific information. With its Open Access Policy, the TUM recommends this form of publication to all TUM researchers. We support you with funding from the TUM Publishing Fund and with publication options on mediaTUM.

Our open access team will be happy to advise you: open-access@ub.tum.de

www.ub.tum.de/en/open-access

Tip: Predatory journals and conferences

Presentations at renowned conferences and publications in recognised journals are the currency of science. Dubious organisers and publishers try to take advantage of this with fraudulent offers. We help you to recognise the black sheeps of the industry.

www.ub.tum.de/en/predatory-journals-conferences
Publishing with TUM.University Press

TUM.University Press is the publishing house of the Technical University of Munich and supports you with the publication of your research results. The range of publications includes dissertations, conference proceedings, and textbooks from all disciplines represented at TUM. Books can be published in print, digital, and open access.

If you would like to publish at TUM.University Press, please contact us at: tumuniversitypress@tum.de

www.ub.tum.de/en/tumuniversitypress
Electronic Publishing on mediaTUM

On mediaTUM, the media and publications repository of the TUM, we offer you the possibility to publish your thesis, dissertation, or habilitation paper electronically and free of charge. You can also use the server to archive your articles as open access secondary publications, to create image and video collections, or to manage research data.

Our mediaTUM team will advise you: mediatum@ub.tum.de

mediatum.ub.tum.de

Tip: Publication lists for your website
You can automatically import your publications listed on mediaTUM into institutional websites. Our mediaTUM team will be happy to assist you.

mediatum.ub.tum.de/631903
University Bibliography

The university bibliography lists scientific publications by TUM members. It is an essential instrument for documenting and enhancing the visibility of your academic achievements. Entries are made in mediaTUM, the institutional repository of TUM.

Our service and editorial team will be happy to support you: hochschulbibliographie@ub.tum.de

www.ub.tum.de/en/university-bibliography
Bibliometrics and Citation-Based Key Figures

Would you like to know how often your scientific publications are cited and how you can influence your h-index? Then take advantage of our free consulting service on bibliometrics and citation-based research evaluation. We help you to make your research more visible, to plan your scientific publications strategically, and to determine your research impact with the help of bibliometric methods.

www.ub.tum.de/en/bibliometrics

Course on visibility and research impact

Would you like to learn more about bibliometrics? Our course gives you an overview of key bibliometric indicators. Learn how to improve the visibility of your research through academic identity management and effective publication strategies.

www.ub.tum.de/en/course/bibliometrics
Author Profiles and ORCID

How can you ensure that large literature databases such as Web of Science, Scopus or Google Scholar actually attribute your scientific publications to you as its author? With the help of author profiles and persistent identification numbers such as ORCID, you are on the safe side. We help you to adjust your author profile, improve the visibility of your publications, and advise you on all questions concerning the introduction of ORCID at TUM. Arrange an individual consultation appointment with us.

www.ub.tum.de/en/orcid
Teaching

The University Library supports you in your teaching activities at the TUM. Discuss with us various possibilities of cooperation.

Tailored Courses

We support TUM lecturers in their teaching – tailored to their needs. On request, we come into your courses and instruct students on literature search, reference management, dealing with online media and correct citation. We are happy to advise you in our consultation hours for lectures.

www.ub.tum.de/en/consultation-lecturers

Course on searching, citing, publishing

In our compact course for researchers and doctoral candidates, we show you how to find relevant specialist databases in your field. You will learn to develop targeted search strategies, get tips on how to quote correctly, and how to publish your dissertation.

www.ub.tum.de/en/course/search-cite-publish
Course Reserves

For TUM lectures, we offer a course reserve set-up service. We put together books, scripts, learning materials that you recommend to students for preparation and follow-up of your courses on specially marked shelves in our branch libraries or digitally on Moodle.

www.ub.tum.de/en/course-reserves

Textbooks Recommendations

Students find essential study literature in our textbook collections. In order to be able to provide a sufficient number of relevant books, we ask for your assistance. Recommend to us books you use in your courses. In this way, you help to expand the range of textbooks in line with demand.

www.ub.tum.de/en/textbook-recommendation
Tip: Individual consultations
Are you struggling with tricky details concerning citation, EndNote or Citavi? Are you looking for individual advice on search strategies? Do you want to analyse, increase, or simply better understand your research impact? We will be happy to advise you during our consultation sessions.
www.ub.tum.de/en/consultations

Contact
Technical University of Munich
University Library
Arcisstrasse 21
80333 Munich

First Level Hotline
Mon – Fri 8.00 a.m. – 6.00 p.m.
Phone | 089 189 659 220
WhatsApp | 0173 861 8412
Email | information@ub.tum.de
Chat | go.tum.de/978612
www.ub.tum.de/en/first-level-hotline