

University Library
Technical University of Munich



More than just a library

Services for External Library Users





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Our Tips

In the orange boxes, you can find tips how to make the most of library services.

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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



TECHNISCHE UNIVERSITÄT

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 our lounge areas, we offer a selection of daily newspapers.

You can connect your laptop to wireless LAN via the open, unencrypted BayernWLAN (www.ub.tum.de/en/internet).

www.ub.tum.de/en/branch-libraries



Branch Library
Chemistry



Branch Library
Mechanical Engineering



Branch Library
Mathematics & Informatics



Branch Library
Medicine



Branch Library
Physics



Branch Library Sport &
Health Sciences



Branch Library
Straubing



Branch Library
Weihenstephan



Branch Library
Main Campus

Your Access Pass

The services of the University Library are generally free of charge – whether borrowing, scanning, studying in the reading rooms or using e-books and e-journals on library computers. Your access pass is the TUM Library Card.

First Steps

1. Visit one of our branch libraries and register for your free library card. Please bring your valid identity card or your passport together with proof of residence in Germany. Students of other universities should also bring their current student ID.
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 library card) and the standard password (your birthday and month in the form DDMM).

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

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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

Library Card and Number

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
- log in to desktop computers at the library

With your Library Card you can:

- borrow books

www.ub.tum.de/en/logins

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Tip: Keep tabs on your loan periods

Have you lost track of your loan periods? Not sure which books you ordered, reserved or borrowed? One look at your library account in the OPAC and you will have a complete overview. Log in with your library number.

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



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

Our Collections

The University Library holds two million items. We place special emphasis on e-books and e-journals, which you can access on our library computers.

Printed journals, newspapers and books are freely accessible in our branch libraries – for loan or studying in the reading areas. 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





RECHERCHE

Research Strategy – How to find literature?

It is not always easy to find your way around the University Library's extensive range of media and the diversity of digital information. A good search strategy and informed selection of resources will make the difference.

How do I find a specific book?

Search for the title in the OPAC. Here you will find all items available at the University Library – both printed and electronic.

www.ub.tum.de/en/opac

How do I find a specific article?

If you are looking for individual articles from journals, newspapers or conference proceedings, you can also use the OPAC for this purpose. Simply click on the OPACplus tab in the results list.

www.ub.tum.de/en/opac

How do I find information on my topic?

The OPAC is suitable for your first research steps. However, for a more detailed search we recommend specialist databases. You can find an overview of our databases and search portals for your subject area at:

www.ub.tum.de/en/databases

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Tip: Access e-media

Most of our e-media and databases are access-protected. TUM members have remote access with their TUM ID via eAccess. As an external library patron, you can use our service on library computers in the branch libraries.

www.ub.tum.de/en/searching-finding

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. Exceptions are the Branch Library Straubing, where ordered books are available after 5 working days, and the Branch Library Main Campus, where ordered items from the closed access collection are usually ready for collection within 2 hours.

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

nicht ausleihbar
Books with these labels belong to the reference collection and cannot be borrowed. However, short-term loan* is possible.

nicht ausleihbar entleihbare Ex. in der Lehrbuchsammlung
Books with these labels are reference copies and cannot be borrowed. However, further borrowable copies are available in the textbook collection.

[Blue Label]
Books with these labels belong to the restricted-loan collection and can only be borrowed by TUM staff members. Short-term loan* is possible for other library users.

	Loan Collection	Textbook Collection	Restricted Loan Collection	Reference Collection
Loan Period	4 weeks	4 weeks	only short-term loan*	only short-term loan*
Renewals	+ 2 × 4 weeks	+ 5 × 4 weeks	no renewals	no renewals

* 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, use our library computers.

www.ub.tum.de/en/computer

- 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.

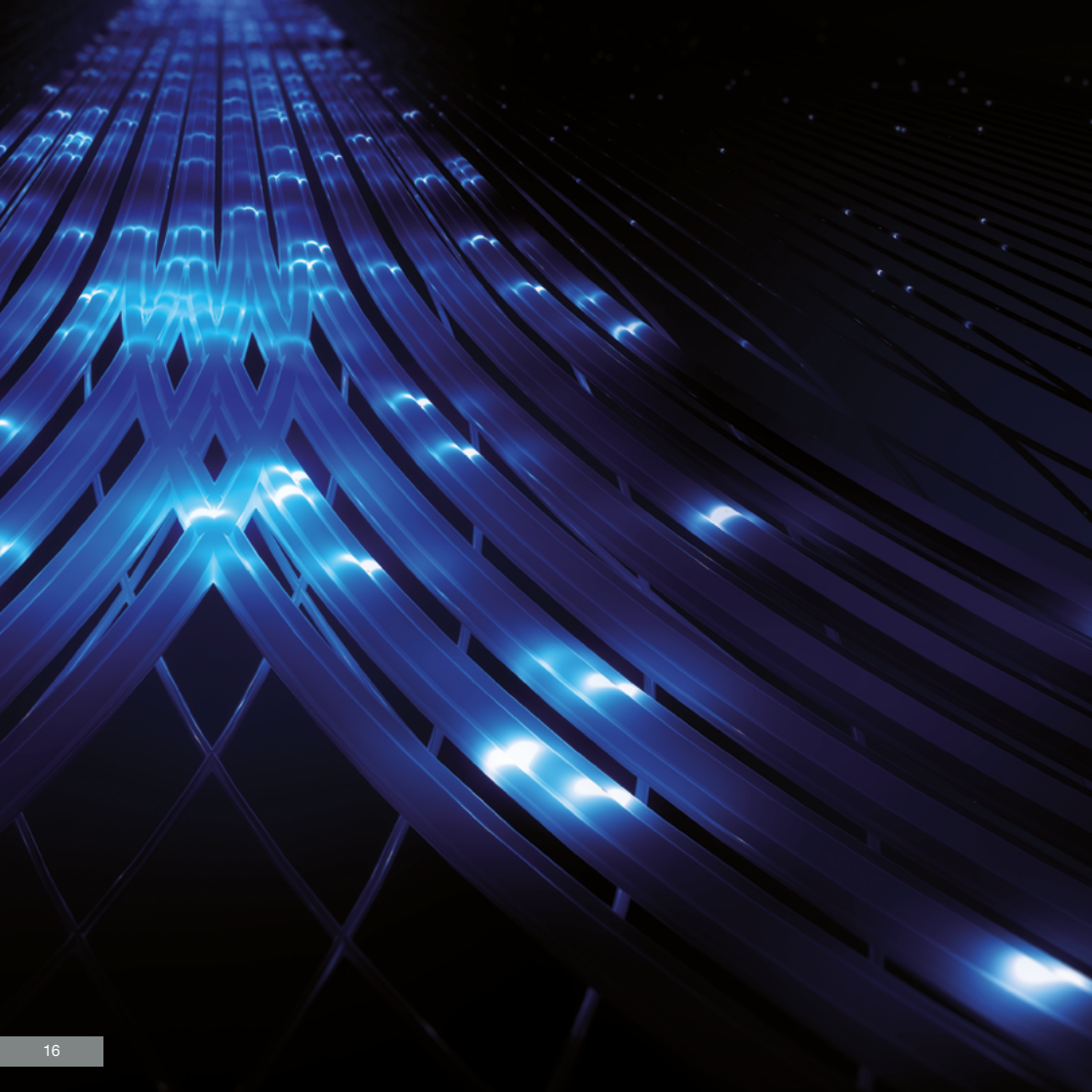
www.ub.tum.de/en/interlibrary-loan

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Tip: Scan and read at home

By the way, if you want to consult articles or books off campus, scan them free of charge on our book scanners and save them on your USB stick. Please observe the provisions of current copyright law.

www.ub.tum.de/en/scanning



· 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 the required literature and have it delivered worldwide (charges apply).

www.ub.tum.de/en/tib-document-delivery

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

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Tip: Recommend literature for purchase

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

www.ub.tum.de/en/recommendation

Courses and Training

The TUM University Library offers an extensive training programme. In our classroom courses, webinars and e-courses we show you how to search literature efficiently, obtain the required literature quickly or cite correctly.

Webinars & E-Learning

Many of our courses are also open to non-TUM members. We especially recommend our webinars, in which you can participate wherever you are, and our e-courses, which we offer you on Moodle, the TUM's e-learning platform, where you can register as a guest.

Our complete training programme with all dates and registration can be found at:

www.ub.tum.de/en/courses

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Tip: Quick help through e-tutorials

No time to attend an entire course? Need to learn about a special topic quickly? Or do you need instant help retrieving literature? Our e-tutorials might be the solution you are looking for.

www.ub.tum.de/en/etutorials



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