

University Library  
Technical University of Munich



# More than just a library

Services for TUM Employees





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## Our Tips

In the blue 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](mailto:information@ub.tum.de)
- Chat | [go.tum.de/978612](https://go.tum.de/978612)

[www.ub.tum.de/en/first-level-hotline](http://www.ub.tum.de/en/first-level-hotline)



Bibliothek

Bibliothek

Bibliothek

# TUM University Library

The University Library consists of nine branch libraries in Munich, Garching, Freising and Straubing. In our libraries you will find a modern and well-equipped reading and working environment.

We offer a wide range of printed and electronic media. You can order books free of charge from one branch library to another within the TUM and check them out at the branch library of your choice.

[www.ub.tum.de/en/branch-libraries](http://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, using e-books, e-journals, learning platforms or campus licenses. 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.
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 birth-day and month in the form DDMM).

*[www.ub.tum.de/en/library-card](http://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 Main Campus and get to know our library collections and services.

*[www.ub.tum.de/en/library-tours](http://www.ub.tum.de/en/library-tours)*



## Library Number and TUM ID

With your library number you can:

- order and reserve books in the OPAC
- check your OPAC account for borrowed media and due dates
- order books and articles via interlibrary loan
- order scans of articles and book chapters via dokumentTUM

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

With your TUM PersonalCard you can:

- borrow books

[www.ub.tum.de/en/logins](http://www.ub.tum.de/en/logins)

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### **Tipp: WLAN via eduroam**

TUM members have access to free wireless LAN via eduroam in our branch libraries and on campus. Furthermore, eduroam is available in many public places in Munich, e.g. at the Main Station or at the Marienplatz.

[www.it.tum.de/en/eduroam](http://www.it.tum.de/en/eduroam)



### **Key Figures**

2 million printed and  
electronic media, including  
180,000 e-books  
75,000 e-journals  
2,000 printed journals  
100,000 textbooks  
2,600 databases

## 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](http://www.ub.tum.de/en/borrowing-ordering)



## E-Books

The University Library has more than 180,000 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](http://www.ub.tum.de/en/ebooks)

## E-Journals

We provide over 77,000 scientific journals. You can find our e-journals in the Electronic Journals Library (EZB) or 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](http://www.ub.tum.de/en/ejournals)

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### **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 search for e-books or e-journals.

[www.ub.tum.de/en/eaccess](http://www.ub.tum.de/en/eaccess)

## Search Portals and Databases

The University Library offers over 2,600 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, or 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:

[www.ub.tum.de/en/databases](http://www.ub.tum.de/en/databases)





## 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](http://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](http://www.ub.tum.de/en/opac)*

### **How do I find information on my topic?**

The OPAC is also a good starting point for your literature search. 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](http://www.ub.tum.de/en/databases)*

## 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](http://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 Lehrbuch-  
sammlung**  
Books with these labels are reference copies and cannot be borrowed. However, further borrowable copies are available in the textbook collection.

**[Blue Box]**  
Books with these additional 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             | 4 weeks                    | only short-term loan* |
| Renewals    | + 2 × 4 weeks   | + 5 × 4 weeks       | + 9 × 4 weeks              | 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, log in with your TUM ID via eAccess.

[www.ub.tum.de/en/eaccess](http://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](http://www.ub.tum.de/en/dokumentum)

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**Tip: No time to pick up books?**

You have more than 180,000 e-books and 75,000 e-journals at your disposal, which you can access around the clock from everywhere with your TUM ID. Alternatively, you can authorise someone you trust to borrow books for you with your TUM PersonalCard.

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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 reference book not yet in our collection? Are you missing an important specialist publication on your particular subject? Then recommend it to us for purchase and become the first borrower.

[www.ub.tum.de/en/recommendation](http://www.ub.tum.de/en/recommendation)

## · 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](http://www.ub.tum.de/en/interlibrary-loan)

## · 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).

[www.ub.tum.de/en/tib-document-delivery](http://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](http://www.ub.tum.de/en/subito)

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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](http://www.ub.tum.de/en/scanning)

## Courses and Training

In our classroom courses, webinars and e-courses, we show you how to search literature efficiently, access e-media and quickly obtain the required literature.

### Course: Fast Route to Library Materials

Are you responsible for providing literature for your chair or institution at the TUM? In our course, we will show you how to search for and borrow literature, use document delivery services, how to recommend literature for purchase, and order books for your chair or institution.

[www.ub.tum.de/en/course/fast-route-to-library-material](http://www.ub.tum.de/en/course/fast-route-to-library-material)

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#### Tip: Campus license Citavi and EndNote

Reference management programs help to keep track and to create literature lists. We offer free download of the programs Citavi and EndNote. In our introductory and advanced courses, we show you how to make the most of these tools.

[www.ub.tum.de/en/reference-management](http://www.ub.tum.de/en/reference-management)

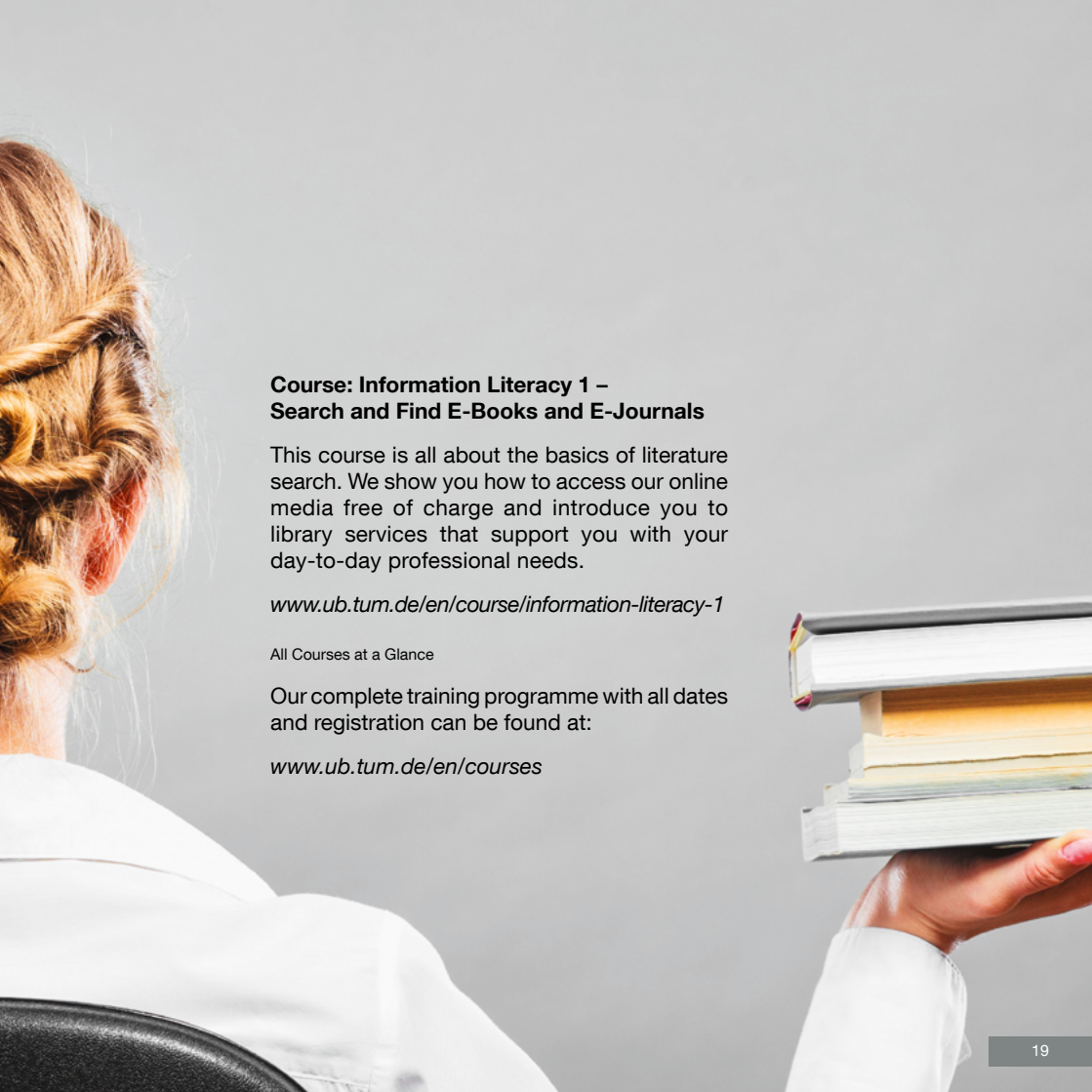
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#### Tip: Quick help through e-tutorials

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

[www.ub.tum.de/en/etutorials](http://www.ub.tum.de/en/etutorials)





**Course: Information Literacy 1 –  
Search and Find E-Books and E-Journals**

This course is all about the basics of literature search. We show you how to access our online media free of charge and introduce you to library services that support you with your day-to-day professional needs.

[www.ub.tum.de/en/course/information-literacy-1](http://www.ub.tum.de/en/course/information-literacy-1)

All Courses at a Glance

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

[www.ub.tum.de/en/courses](http://www.ub.tum.de/en/courses)

## **Contact**

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Mon – Fri 8.00 a.m. – 6.00 p.m.  
Phone | 089 189 659 220  
WhatsApp | 0173 861 8412  
Email | [information@ub.tum.de](mailto:information@ub.tum.de)  
Chat | [go.tum.de/978612](https://go.tum.de/978612)  
[www.ub.tum.de/en/first-level-hotline](https://www.ub.tum.de/en/first-level-hotline)