

“How to use the library” in a nutshell (during the COVID-19 pandemic)

1. How to sign on?

- Register online: after submitting the [registration form](#)¹ you'll receive an e-mail with a temporary user number and password; with this data you can already order items via our library catalogue.
- Finish the registration on site: Mo-Fr, 10 am - 6 pm; please bring your UdS-Card and passport (with a certificate of residence). Shouldn't you own an UdS-Card, you'll have to buy a library card for 10 € (one-time fee).

2. How to get literature?

The online [library catalogue](#)²

- Content: holdings of SULB, UdS campus libraries, HTW and HfM
- Not possible: finding book chapters or journal articles
- Items from the holdings of SULB, English/American studies, German studies and Romance studies have to be ordered: click „Zeige Verfügbarkeit“, mark the checkbox at “Auswahl” and hit the green order button “Auswahl bestellen / vormerken”.
- Course reserve collections are located in the reading room - please report there.
- Ordering copies from journals: already known journal articles can be ordered via our [electronic document delivery service](#)³ (ELiSa). Lookup the containing journal in the catalogue, place your order and after 2-3 days you'll receive an e-mail with a download link.
- Reservations: items currently on loan, can be reserved by you via the catalogue; as soon as the reserved items are ready for pickup, we'll notify you by e-mail.
- Electronic resources (e-books, e-journals, databases): can be accessed from the university's network by links in the online catalogue; from outside the university's network (e.g. from home) members of the university can also access them via a [VPN connection](#)⁴.

Options for more in-depth researches

- A content search is possible: besides whole books or journals, the results also contain single book chapters or specific journal articles.
- The [database information system](#)⁵ (DBIS): get an overview of the numerous databases licensed by the library, where you can look up literature regarding a specific topic.
- The [knowledge portal](#)⁶: here, your search query covers several databases and the library catalogue at the same time.

¹ Registration form: <https://www.sulb.uni-saarland.de/?id=816>

² Library catalogue: <https://opac.sulb.uni-saarland.de/>

³ ELiSa: <https://www.sulb.uni-saarland.de/de/bestellen/elisa/>

⁴ VPN: <https://www.hiz-saarland.de/dienste/vpn/>

⁵ Database information system: <https://www.sulb.uni-saarland.de/?id=177>

3. How can I borrow, return or renew items?

Borrowing

- Ordered items are ready for pickup for 5 days from the next opening day in our numbered pickup shelves. You'll find your orders by the last two digits of your user number. Please be sure to check out these items at our self checkout station. Interlibrary loans and psychological tests can be picked up at the counter. The loan period can be seen on the loan receipt or in your [library account](#)⁷.

Returning

- Borrowed items can be returned at the return station in the hall. Interlibrary loans and psychological tests can be returned at the counter.

Renewing

- An item's loan period will be extended automatically, if it hasn't been requested by other borrowers. In this case, you'll receive an e-mail and should return the item within 5 opening days.

4. What should I do, if the literature I need isn't available locally?

- Literature which is not available on campus, can be requested from other libraries via [interlibrary loan](#)⁸. Interlibrary loans are subject to a fee.

5. What else is there?

- Reading room workplaces and public computer workstations: have to be [reserved](#)⁹ in advance
- 2 book scanners in the Infosaal (one with an OCR option; bring a flashdrive)
- 2 multi-function devices in the Infosaal: print, copy and scan (from or to flashdrive)
- Voluminous print jobs and bindings are processed in the [Fotostelle](#)¹⁰: Please commission your print jobs with details by e-mail to: fotostelle@sulb.uni-saarland.de
- WiFi: the whole library building is supplied with [WiFi](#)¹¹. Members of the university use: Eduroam, Guests: GuestWPA. A guest login can be obtained at the hall counter (on presentation of some ID).
- Card charging machine: The credit on your UdS-/library card can be recharged (cash & Girocard)

Questions?

Don't hesitate to contact us: auskunft@sulb.uni-saarland.de

⁶ Knowledge portal: <https://www.sulb.uni-saarland.de/?id=115>

⁷ Library account: <https://www.sulb.uni-saarland.de/?id=228>

⁸ Interlibrary loan: <https://www.sulb.uni-saarland.de/extra/fern/>

⁹ Booking system: <https://www.sulb.uni-saarland.de/?id=779>

¹⁰ Fotostelle: <https://www.sulb.uni-saarland.de/de/service/fotostelle/?print=976>

¹¹ WiFi: <https://www.hiz-saarland.de/dienste/wlan/>