

How can I log in?

You can only use the functions „My list“ and „Account“ as well as order and reserve media items when you are logged in (entry user number and password).

User number: Nr. on your library card

Password (Standard): Birthday– and month
(DDMM)

We recommend to register before you start your research so you can take advantage of all loan options and retrieve information about the collection .

Please don't forget to log off at the end of your research!

Check and change my personal data

After registering, following options are available under the menu item „Account“:

Account balance

Overlook your loans, interlibrary loans, orders and reservations

User record

Your password and E-Mail adress can be changed in the catalog. Adress changes have to be conducted by the library staff.

Search settings

For a permanent storage of your personal search settings, search queries and search results („My list“)

You receive a list of your interloan copy orders by following the link „Additional services“.

02

HOCHSCHULE
REGENSBURG
UNIVERSITY
OF APPLIED
SCIENCES

Regensburg Union Catalogue User manual



UNIVERSITY LIBRARY

UNIVERSITY OF APPLIED SCIENCES -
FACHHOCHSCHULE REGENSBURG

UNIVERSITY LIBRARY

Seybothstraße 2, Building R
93053 Regensburg

Phone: 0941/943-1038 (Circulation desk)

Phone: 0941/943-1039 (Interlibrary loan)

Phone: 0941/943-5149 (Information desk)

Fax: 0941/943-1436

e-Mail: bibliothek@fh-regensburg.de

[http://www.fh-regensburg.de/bibliothek/
onlinebib/](http://www.fh-regensburg.de/bibliothek/onlinebib/)

SECTIONAL LIBRARY

PRÜFENINGER STRASSE

Prüfeninger Str. 58, Room P016
93049 Regensburg

Phone.: 0941/943-1036

What can I find in the catalogue?

The media collection of the University of Applied Sciences Library, the University Library, the State Library Regensburg and other academic libraries is recorded in the Regensburg Union Catalogue (OPAC).

How do I start the catalogue?

The catalogue is available for you on every user computer in the library and on the internet .

http://www.fh-regensburg.de/bibliothek/onlinebib/bib_opac_einstieg.htm

Start your search query by choosing the branch library where you want to pick up the media items you ordered.

How do I find a certain book?

Search in the field:

Keywords for terms from the book title
correct title for the exact title of a book
Author/Editor for a person
(last name, first name)

Those and other search fields (like publisher, year, ISBN) can be combined with each other and linked with the logical operators AND, OR, NOT.

Search terms can be abbreviated with an asterisk (truncation); for example.: Drogen* also retrieves „Drogenpolitik“, „Drogenprävention“ etc.. You can search the same way in the field „correct title“ (for example. Zeit der*).

You receive more useful hints under the menu item „Help“.

How do I find journals?

Search in the field:

Keywords for terms from the title of a journal

Correct title for the exact title of a journal including articles and prepositions

You can limit your search results to the media type journal by choosing the appearance form „Zeitung/ Zeitschrift“.

You will receive **no results** if you combine the search for journals with the fields year or author.

Please notice, that **only periodical titles** are recorded in the Union Catalogue Regensburg! If you want to search for periodical articles, please employ the databases.

How do I find literature about a subject?

Search in the field:

Subject with standardized terms. A keyword reflects the content of a document as exact as possible. Subjects are always singular, german terms. The list of subjects is stored under the menu item „Index“ next to the input field.

Notation for literature about a special domain (e.g. NG 1650). You can find the searchable abbreviations (notations) by following the link „classification search“.

Keywords for expedient words from the title

Basic search for factual terms from all datafields.

How can I borrow?

Click on the title of your desired media item in the result set in order to see its full record (if there is only one result, you can already see the full record). The lower paragraph shows you information about the exemplars, like location, shelfmark and status of the media items.

Meaning of the most important status information:

Available for loan – You can pick up the book from the shelf and check it out.

Available for request – Order the designated media item directly by clicking on the status notice „available for request“. During that procedure, you have to be logged in. After you ordered, you will find out when the item can be picked up.

On loan – By clicking on „on loan until...“ you can reserve the checked out item. As soon as the medium can be picked up, you will be notified in case you gave us your E-Mail adress.

For weekend loan or **different branch (free)** The medium can be borrowed for the weekend.

How can I renew the loan period?

The first renewal is conducted automatically under reserve. You can accomplish a second renewal by yourself in your user account when you are logged on.

Click on „Account“ and view your loans and due dates. You can also see if it is possible to renew the loan periods. The renewal transaction can be accomplished by clicking on the link „Renewal of this item is possible.“ The extension of the loan period is reduced if another user places a reservation on this item during the first or second renewal period.