

## WORKING IN THE UNIVERSITY LIBRARY

- Internet workstations, where you can save search results to a USB storage medium or email the results to any address
- Internet sockets for laptops (for RUB students and RUB staff only)
- CIP-Insel = Computer cluster, wide range of software available (3rd floor / area 3; for RUB students and RUB staff only)
- Reader spaces in the stack rooms and learning zones (first and second floor / area two, third floor / area 2 and 3)
- Group study rooms (1st floor / area 2 and ground floor, room 08) that student groups can use – spontaneously or after online booking
- Book lockers on floor 1, 2, 3 and 4

## PHOTOCOPYING IN THE UNIVERSITY LIBRARY

**Photocopier cluster: 1st floor / area 2 (room in the corner, sign-posted copy + scan)**

Here you will find the photocopy machines and two scanners you can use free of charge. More scanners are located on the ground floor opposite the information desk and in the staircase area on floor 2, 3 and 4. Another photocopier as well as two machines for obtaining resp. recharging photocopier service cards are also located

opposite the information desk. You will need a 5-€-bill to buy a card. The machines only accept bills, no change is given. There are no coin-operated photocopiers. Students of the RUB can register their student identity card at the “Druckzentrum” (building SSC), simultaneously buying the first printing credit. Recharging is possible at the machine.

## WHEN YOU VISIT US, PLEASE BRING WITH YOU:

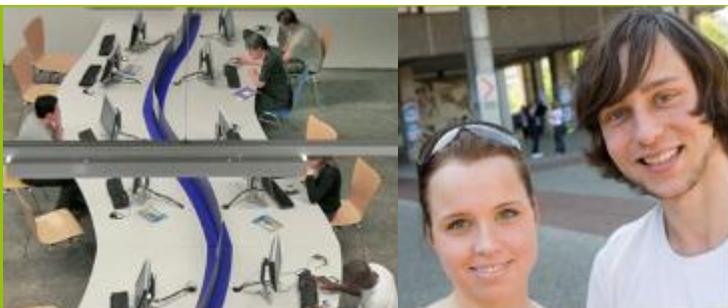
- Student identity card or library card
- Two-Euro coin as a deposit for the lockers
- USB storage medium
- Ethernet network cable if you want to use our internet sockets for laptops

## PLEASE OBSERVE THE FOLLOWING RULES:

- Please switch off your mobile phone
- Please keep silent
- You can bring bottled water, please no other beverages or food. Vending machines for water are located in the staircase area of the second and third floor, price: 1 € per bottle

# UNIVERSITY LIBRARY BOCHUM AT A GLANCE

LAST UPDATED: AUGUST 2017



RUHR-UNIVERSITÄT BOCHUM | UNIVERSITÄTSBIBLIOTHEK  
Universitätsstraße 150 | D-44801 Bochum  
[www.ub.rub.de](http://www.ub.rub.de)

Ansprechpartner für Fragen:  
**Information**  
Fon: +49(0)234 32-26929 | Email: [ub-information@rub.de](mailto:ub-information@rub.de)

## OPENING HOURS OF THE PREMISES

Monday - Friday	08.00 - 24.00
Saturday	11.00 - 20.00
Sunday	11.00 - 18.00

After 22.00 and on Sundays the library serves as a place of work only (no service staff present).

## THE UNIVERSITY LIBRARY ON THE INTERNET

Home page:

<http://www.ub.ruhr-uni-bochum.de/index.html.en>

Online catalogue and library account:

<https://opac.ub.ruhr-uni-bochum.de/webOPACClient/start.do?Language=en>

Contact:

<http://www.ub.ruhr-uni-bochum.de/Ansprechpartner/kontakt.html.en>

List of departmental libraries of the RUB:

<http://www.ub.ruhr-uni-bochum.de/fachbib/index.html.en>

FAQ:

<http://www.ub.ruhr-uni-bochum.de/Informationen/faq-benutzung.html.en>

## INFORMATION DESK

Monday - Friday 8.00 - 18.00

(Middle of July to end of Aug 9.00-16.00)

Phone +49(0)234 32-26929

Chat Monday to Friday 9:00 – 15:00

[ub-information@ruhr-uni-bochum.de](mailto:ub-information@ruhr-uni-bochum.de)

For a comprehensive list of our courses please refer to:

<http://www.ub.rub.de/Informationen/Informationsveranstaltungen.html>

## SERVICE HOURS: DETAILS

Borrowing and returning items	service counter: Mo – Fri: 8.00-22.00 Sa: 11.00-20.00 Additional: self-issuing and self-returning machine: during the entire opening hours (both located on the ground floor)
Circulation of special material (Collecting reserved items or items from the closed stacks, renewals, inter-library loan service)	Monday - Friday 8.00 - 22.00 Saturday 11.00 - 20.00 <b>At service counter only!</b> <b>Sundays: closed</b>
Payment machine	Opposite the lockers on the ground floor, for paying fees and fines, changing money
Library cards for students of other universities, and citizens of Bochum and surroundings	Monday - Friday 8.00 - 22.00 Saturday 11.00 - 20.00 <b>Sundays: closed</b>
Library cards for RUB staff	Monday - Friday <b>8.00 - 22.00</b> Not available on Saturdays <b>Sundays: closed</b>
Information desk	Monday - Friday <b>8.00 - 18.00</b> <b>Saturdays and Sundays: closed</b>

## LOAN PERIODS

### BASIC LOAN PERIOD = 30 DAYS

Public holidays and any other days the library is closed will not be included in the calculation of loan periods. You can keep books for the entire basic loan period. If a book is reserved by someone else during a renewal period (RUB staff will be granted 5, RUB students and all other readers will be granted 2 automatic renewals), the current loan period will end after 7 days. The borrower will be notified of the new due date via email or letter. If the remaining loan period is shorter than 5 days the due date won't be changed.

After the basic loan period and the automatic renewals you can renew books for another 30 days as often as required by either presenting them at the service desk in the library or using your online library account. If a book is reserved during a renewal period the renewal will be cancelled and you will get an email or a letter asking you to return it within a week.

### YOU WILL HAVE TO PAY A FINE FOR OVERDUE ITEMS

Legal basis: "Gebührenordnung der Bibliothekarischen Einrichtungen" as published in "Amtliche Bekanntmachungen der Ruhr-Universität", No.827, 25 February 2010.

