Also worth knowing ...

- Homepage - Get information, news and dates of special events from our homepage!
- Newsletter - Subscribe to our newsletter if you want to get e-mails on the latest events and news from the University Library!
- Library Tour and Training - A library tour will start in the entrance area every first Tuesday of a month at 1 p.m.. Specialised library tours and trainings are announced on our homepage.
- Scanner - You can scan-to-stick (digitize and save on USB-Flash Drive) at all scanning stations in the library free of charge.
- Additionally, ASTA provides copy machines that can also be used as scanners. Those multifunctional machines are located on the second and fourth floor. You will need a copy card to use them.
- Copy machines - Copy machines can be used with either a copy card or coins. They are available on the second and fourth floor. You can buy a copy card for a minimum deposit of 5 Euros at an issuing machine on the fourth floor or at the office of the ASTA. The ASTA is responsible for all the copy machines in the library. In case of a malfunction you need to contact the ASTA (Tel. 05251/60-3178).
- Printer - The multifunctional machines of the ASTA on the second and fourth floor and the one in the entrance hall can also be used as printers if you have a copy card.
- Lockers - In the entrance area of the library you will find lockers for the temporary storage of personal belongings. They are free of charge, but you will need to bring a padlock.
- Library baskets - Bags are not allowed inside the library, but you can use a blue library basket to transport your belongings inside the library. They can be found in the locker room.
Paderborn University Library - Your central information provider

The University Library provides services to support research, teaching and learning for all members of the University of Paderborn. It is the central provider of media and information services at the University of Paderborn.

Currently, the collection comprises more than 1.7 million items, a growing number of electronic resources such as e-journals and e-books among them.

Situated at the centre of the campus the University Library is also the primary learning area of the University. It offers printed and electronic media, a variety of different workspaces for individual and collaborative study, WiFi throughout the building and an infrastructure for photocopying, scanning and printing. The library staff will support research and learning by providing advice specifically for your information needs and offering general and specialised library and information literacy trainings. The library is open 107 hours a week and is used by an average of 4,000 patrons a day which sums up to over than 1,3 million visits a year.

Thus, the university library is one of the most frequented places on the campus.

Who is allowed to use the library?

The University Library is an academic library that is open to the members of the university as well as to members of the public.

If you want to borrow books or other media, you will need a library card.

As a student of the University of Paderborn, the Student-ID-Card that you get from the Student Service Center is your library card. You just need to activate it at the registration desk in the library. Opening Hours of the registration are from 7.30 a.m. to 7 p.m. weekdays, 9 a.m. - 5 p.m. on Saturdays.

If you are not a student of the University of Paderborn, you will have to apply for a library card at the registration desk. You will need to fill out an application form which can be downloaded from our website or will be given to you at the registration desk. You will have to bring your ID-Card or your passport with certificate of registration (“Meldebeseineigung”). If you are a student of any other university in Germany, you will also need to bring your Student-ID-Card.

What kind of workspaces does the University Library offer?

Workstations

On every floor you will find desks you can use for individual study during the opening hours of the library (7.30 a.m. - midnight on weekdays, 9 a.m. - 9 p.m. weekends).

Additionally, you will find rooms that are designed for collaborative learning on the third and fifth floor.

PC-Workstations

On every floor you will find PC-Workstations for accessing the intranet of the library, specifically the catalogue and the databases.

To access the internet you will need a Student- or Staff-ID-Card and account.

Notebook-Workstations

As WiFi is accessible throughout the building (if you have a Student- or Staff-Account from the IMT), all the desks on all floors of the library can be used as Notebook zones.

In case of technical problems the team in the Notebook-Café will be glad to assist you (http://nbc.uni-paderborn.de).

Where can I obtain information about the library and its services?

The team at the information centre is ready to answer all of your questions ...

... concerning the use of the library and its services,

... concerning catalogues and databases,

... concerning interlibrary loan and delivery services.

A team of subject librarians will be glad to assist you ...

... if you have specialised information needs,

... if you want to request a purchase,

... if you need individual advice on your literature search.

Do not hesitate to contact us!

What kind of items can be borrowed?

Almost all of the items in our collection are arranged systematically on open shelves and can be borrowed, especially those with a white or a yellow label. Those items that feature a red label can not be borrowed.

You can check out the items yourself using our self-issuing machines or go to the circulation desk that is open during the entire opening hours of the library.

The loan period is usually 30 days except for items with a yellow label that are on short term loan (1 day).

Which costs will occur?

In general, use of the University Library of Paderborn is free of charge.

However, some services like document delivery are chargeable and users will be fined for overdue items.

You can pay your charges and fines at the cash machine in the entrance hall.

Overdue fines

Overdue fines are based upon a fixed charge per day and are billed per medium.

2 Euros up to 10 days,
5 Euros up to 20 days,
10 Euros up to 30 days,
20 Euros from the 31st day.

Overdue fines for short term loans are

2 Euros per day and medium up to a total of 20 Euros.

Borrowed items that are not returned after 40 days (short term loan items after 10 days respectively) are considered as “loss”. The user will be held accountable for this loss and will have to pay a compensation!

Other fees and charges

- Interlibrary Loan: 1,50 Euros per item,
- Loss of library card: 10 Euros,
- Loss of a borrowed item: 25 Euros administration fee plus the value of the item.