Also worth knowing ...

- **Homepage** - Get information, news and dates of special events from our homepage: https://www.ub.uni-paderborn.de/
- **Newsletter** - Subscribe to our newsletter if you want to get e-mails on the latest events and news from the University Library: https://www.ub.uni-paderborn.de/ueber-uns/newsletter/
- **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 floor. You will need a copy card to use them.
- **Copy machines** - Copy machines can be used with either a copy card or coins. The AStA is responsible for all the copy machines in the library. In case of a malfunction you need to contact the AStA.
- **Printer** - The multifunctional machines of the AStA on the second floor 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 (bags, backpacks etc. are not permitted in the library). The lockers 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.

PO Box 1621, 33046 Paderborn
Warburger Str. 100, 33098 Paderborn
Telephone 05251 60-2017 (Information Desk)
05251 60-2047 (Director’s Office)
Telefax 05251 60-3829
E-Mail bibliothek@ub.uni-paderborn.de
Web www.ub.uni-paderborn.de

Opening Hours: Mon–Fri 7:30–24:00
Sat–Son 9:00–20:30
Information Centre: Mon–Thu 8:00–19:00
Fri 8:00–15:30

Those are the regular opening hours during the term as well as during the semester break - subject to change at short notice! (www.ub.uni-paderborn.de).
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 information services at the University of Paderborn. Currently, the collection comprises more than 2,06 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 106 hours a week and is used by an average of 4,000 patrons a day which sums up to over than 1,2 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 and 9 a.m. to 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 handed out to you at the registration desk. You will have to bring your ID-Card or your passport with certificate of registration (Meldebescheinigung). 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. Additionally, you will find rooms that are designed for collaborative learning.
Carrels
The library also provides 11 bookable carrels for doctoral students and habilitating researchers.
PC-Workstations
On every floor you will find PC-Workstations for accessing the intranet of the library, specifically the catalogue and the databases.
WiFi
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
Guests of Paderborn University holding a valid account of a University Data Centre partaking in EDUROAM will be able to access the internet after signing on to Paderborn University WiFi. They are, however, not entitled to use the University Library’s licensed electronic resources.

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 cannot 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 machines 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’.

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.