

## Orders from the Other Branch

As the University and District Library is located on both the Sankt Augustin and the Rheinbach campuses, it provides you with the opportunity to order media from the other branch, which are delivered to your own branch free of charge.

You can see from the status "available" in the catalogue whether you can obtain the desired medium from the other branch. By entering your user number and your password you can order the desired medium. As soon as the book is there for you, you will be notified accordingly. This will take approximately two working days.

### Library-Code

Your **user number** can be found on the reverse side of your library card. Please contact the library reference desk to obtain your **password**. You can always change your password.

## Reservation

You can reserve a book or medium that is out on loan. The loan period for the respective book or medium can be seen from the catalogue. If you then reserve the book in question, the current borrower cannot renew it again. Call up the chosen medium by clicking on the title. You can reserve the chosen medium by clicking on "on loan until ..." and by entering your user number and your password. As soon as the book is available, you will be notified accordingly.

**Note:** Reservations are subject to charges! You will be charged **€ 0.50** for a reservation.

## Acquisition Proposal and Inter-Library Loan

You can submit **proposals for books** that are not part of the University and District Library holdings yet. Books that cannot be ordered as well as periodical articles can be requested by **inter-library loan** via the Digital Library (Digitale Bibliothek). Each inter-library loan is charged € 1.50. For further information please contact the library reference desk.

## Addresses and Opening Hours

### Sankt Augustin

University and District Library  
Grantham-Allee 20, 53757 Sankt Augustin, Germany

### Information, Loans and Inter-Library Loans

Phone: +49 2241 865 680  
[bibliothek@h-brs.de](mailto:bibliothek@h-brs.de)

### Opening hours with professional personnel\*

<b>Monday - Friday</b>	<b>Saturday</b>
8.00 am - 7.00 pm	10.00 am - 3.00 pm

### Opening hours with security personnel\*

<b>Monday - Friday</b>	<b>Saturday</b>
7.00 pm - 10.00 pm	3.00 pm - 7.00 pm

### Rheinbach

University and District Library  
von-Liebig-Straße 20, 53359 Rheinbach, Germany

### Information, Loans and Inter-Library Loans

Phone: +49 2241 865 480  
[bibliothek@h-brs.de](mailto:bibliothek@h-brs.de)

### Opening hours with professional personnel\*

<b>Monday - Friday</b>	<b>Saturday</b>
8.30 am - 7.00 pm	10.00 am - 3.00 pm

### Opening hours with security personnel\*

<b>Monday - Friday</b>	<b>Saturday</b>
7.00 pm - 10.00 pm	3.00 pm - 7.00 pm

The most recent versions of all flyers can be found on our homepage  [Infocenter](#)

\* Changes of our opening hours during the semester break and on the occasion of events will be announced on our homepage! There you also find details about our limited service during opening hours with security personnel.

[www.h-brs.de/en/bibliothek](http://www.h-brs.de/en/bibliothek)

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## University and District Library

Campus Sankt Augustin  
and Campus Rheinbach

# Search and Locate

Using the catalogue  
and finding media  
in the library



**:rhein-sieg-kreis**



**Hochschule  
Bonn-Rhein-Sieg**  
University of Applied Sciences

## Catalogue Enquiry

Search	My list	Account	Additional services
Basic search	Advanced search	Previous searches	Results

Start the catalogue by entering your search terms into the search box. Please select your branch.

**Note:** The catalogue lists the media collections of **both** branches.

**Basic search:** Simply enter your search term into the entry field. Two or more search terms will be joined by the operator AND. A basic search covers all available fields of the database.

**Advanced search:** The advanced search mode offers a selection of entry fields (with search attributes like author, title, place, etc.) and a choice of logical operators you may use to link the search attributes.

### Search limitations

Before you actually start your search you may limit your search query to a specific publication type or to a certain media type. You may also narrow your search to one branch of the library.

**Tip:** You may abbreviate a search term with an asterisk (\*) or replace single characters by a question mark (?).

### Results

The outcome of your search will be a survey of all matches in a result list. You can sort your results by using the "Sorting orders" offered in the selectbox. Apart from that you can output results on your printer, save them as a file or send them via e-mail.

### My list

You may transfer matches from your search results to a temporary list of interest by clicking on "Add to My list". Registered users may save such a temporary list as a permanent list of interest. You can manage up to 20 lists at any one time and name each list individually.

### Full record

By clicking on the title of an item the full record will be shown.

Further information is given via the tabs in the bottom window:

**Holdings** **Availability** **More title information** **Additional text**

**Holdings:** This section displays the number of available copies and informs about location (branch), shelfmark and loan status.

**More title information:** The complete bibliographical data of the respective title is shown here.

**Additional text:** When there is any information on the content of a title you will find it in this section, e.g. when choosing a feature film. An abstract and an additional link offer further information.

**Note:** To return to your survey of all materials please click on "Results".

## E-Books and E-Periodicals

### Fulltext

We provide you with a wide range of academic literature not only in printed but also in electronic form. **E-Books** can be identified by the icon "Fulltext" that gains access to the respective book.



**Electronic periodicals** can be identified by the icon "EZB". This icon links to the homepage of the Electronic Periodical Library (EZB) where you receive further information on the access possibilities to the respective periodical.

**Note:** Our electronic holdings can be accessed via the campus network of the Bonn-Rhein-Sieg University of Applied Sciences or via **remote access**. Information about signing up for remote access is available on our homepage.

### How the Library Media are Shelved

The media provided by the University and District Library are structured systematically, i.e. by content, and are shelved by shelf numbers. The **shelf number** (e.g.: 11 = PIF2307-2(3)+4) is shown in the catalogue and fixed as a sticker on every single media. Shelfmarks starting with "1" or "3" are located in Sankt Augustin, those starting with "2" or "4" in Rheinbach.

The sequence of letters that follows the location designates the allocation of the books to subjects. It consists of three or four letters and ranges from AAA to ZZZ. Each sequence of letters stands for a particular group. As the books are **shelved by subjects**, books that are similar in content are grouped together on the shelves. There are special locations for feature films, audio books, course reserve collections, standards and periodicals.

For further information on our classification please refer to the classification scheme that is found on our homepage.