UNIVERSITÄT BIELEFELD

Universitätsbibliothek

University Library Bielefeld –

A good start to research and teaching

Information for new Researchers & Academic Teaching Staff

www.uni-bielefeld.de/ub/

The university library welcomes you as a new member of staff to the university!

With this information we would like to familiarise you with the library and some of its services and introduce you to your contact persons.

All services offered by the library are described in detail on the library's website.

Barbara Knorn (Library Director)

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1. Subject Librarians and Book Selectio

You can obtain subject-specific support for your literature research on the Subject Portals of the library or from the relevant Subject Librarians:

1.1. Contact Persons

- Borkert, Franziska (Subject Librarian for Psychology, Educational Science, Sports Science, Theology and Music)
- Broschinski, Christoph (Subject Librarian for mathematics and computer science)
- Dillschneider, Philipp (PhD) (Subject Librarian for Biology, Biotechnology, Chemistry, Physics and Public Health)
- Janowsky, Tim (Subject Librarian for History, Art and Sociology)
- Kathke, Cindy (Subject Librarian for medicine)
- Lechte, Jost (Subject Librarian for Law and Information Sciences)
- Pendorf, Gabriele (Subject Librarian of General and Comparative Literary Studies, German Studies, English and American Studies, Romance Studies, Classical Philology, Slavonic Studies; Philosophy)
- Rimmert, Edith (Subject Librarian for Linguistics and Gender Studies)

- [Sembritzki, Laura](#) (Subject Librarian for History and Art)
- [Vompras, Johanna, Dr.](#) (Subject Librarian for business and economics, earth sciences)

1.2. Purchase Suggestions

You can use a web form to easily send the Subject Librarians [Purchase Suggestions](#) for literature that you need for research and teaching. We will of course acquire the required literature in printed or in digital form according to your needs.

All questions about using the library, searching for literature, borrowing, interlibrary loan, accessing e-media, UniCard or fees can also be answered at the [Service Desk of the Library Service Centre (BDZ)](#).

1.3. Interlibrary Loan and Document Delivery Service

[Interlibrary loan (ILL)](#) offers you the possibility to order literature (whole books, book chapters or journal articles) which is not available at Bielefeld University Library from another library.

Articles from journals and sections from books will be delivered to your e-mail address as PDF files. Books will be delivered to the [Service Desk in the Library Service Centre](#), where you can pick them up. You will be notified of the arrival of the book.

The [Document Delivery Service](#) complements the library's interlibrary loan service. It

enables you to order journal articles that are not available in the library quickly (usually within one working day). For less urgent orders of articles or for ordering monographs, the Interlibrary Loan is still available as an ordering system. The Document Delivery Service is particularly suitable for ordering current news articles.

2.   Working in the library

The library is located in the Main University Building (UHG), in the interim building (IUB) and in Building X and is divided into departmental libraries close to the faculties. The entrances in the UHG and in Building X are on the first floor, in the interim building at ground level.

2.1   Opening Hours

You can work in the library until 1 am, on weekends until 10 pm. Borrowing and returning books is possible until shortly before midnight, on weekends until 10 pm. You can find a detailed overview of our opening hours in the various units on our website.

2.2   Borrowing of Items

Your [UniCard](#) (official ID) is also your library card and allows you to borrow items from the library or use services like the interlibrary loan. White call number labels on the spine mean that these [items](#) circulate, yellow labelled ones do not. The loan period amounts to 15 or 30 days. They can be renewed as often as desired up to the maximum total loan period of 85 or 180 days, provided that the borrowed item has not been reserved by another user.

Academic and non-academic staff of the university can borrow non-circulating media in all departmental libraries. This does not apply to journals and loose-leaf publications. The loan period for non-circulating media is 15 days. If there are no other reservations, extensions are possible up to a maximum total loan period of 65 days.
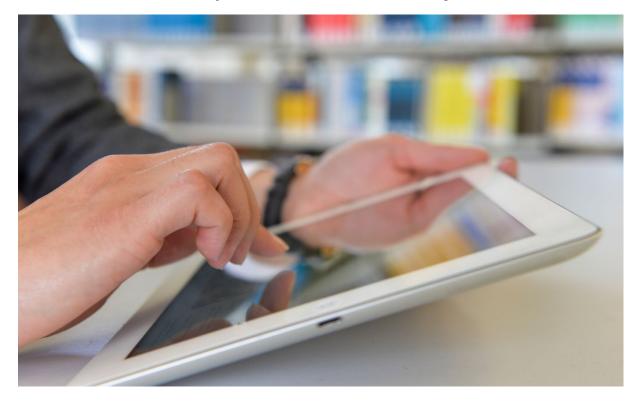
Media marked as strictly present in the catalogue may be borrowed for 1 day. An extension is not possible.

2.3   Book Scanners

[Scanning](#) is possible free of charge on special book scanners. The book scanners can be found in the departmental libraries (UHG-I and II, IUB und Building X). See our [Site Maps](#) for the exact locations. No UniCard or login is required for use.

3.   Digital Resources

In addition to (literature) databases, e-books and e-journals, the library also offers all members of the university the use of the reference management software Citavi.

3.1   Databases, E-Books and E-Journals

As a member of Bielefeld University, you can access the library's licensed services from campus via the PCs in the library or with your own device via Eduroam (Wi-Fi). Details can be found on our website for Databases, E-Journals, E-Books. From outside the campus, you can use the services from your own device via Shibboleth or VPN.

3.2   Reference Management

With our Citavi campus license, you can manage the literature for your teaching and research projects professionally and efficiently. For example, you can

- automatically enter book or article data (e.g. by entering the ISBN),
- collect and organise references and add abstracts, keywords and comments,
- import search results from databases and literature data from other programmes,
- create bibliographies automatically (with selectable citation styles),
- collect important citations and ideas and compile them for a scientific paper

and

- plan upcoming tasks with deadlines, importance and work status.

Do you have questions about Citavi or Zotero? The reference management team will be happy to help you. We offer an extensive repertoire of workshops, training courses and advanced training and are also available to advise you on individual questions. Please feel free to contact us (literaturverwaltung.ub@uni-bielefeld.de).

3.3   BASE (Bielefeld Academic Search Engine)

BASE (Bielefeld Academic Search Engine) is one of the world's most voluminous search engines especially for academic web resources. The index contains more than 400 million records from more than 11,000 content providers. You can access the full texts of about 60% of the indexed records for free (Open Access). BASE is operated by Bielefeld University Library. We are indexing the metadata of all kinds of academically relevant resources (e.g. journals, institutional repositories, digital collections).

You can use the BASE tab in the Catalogue.plus! to display the results of a search query in BASE and set additional filters:

Library Catalogue	Articles and more	**BASE**			
Luhmann			All Fields ⌄	🔍 Find	Advanced

Last update 10/2024

4. Training and Tutorials

We organise a demand- and target group-oriented range of trainings and tutorials. In addition to training courses on subject-specific databases and the basics of library use and literature research, we also offer events on reference management, research data management, academic publishing and digital teaching. You can find an overview of all the courses on offer in our [library training calendar](#).

Our trainings can also be integrated into your courses for students. The content of the events can be customised to suit your course. Possible topics could be

- Tips and tricks for researching in the Katalog.plus!
- Introduction to searching for articles
- Introduction to the use of subject databases
- Reference Management

If you are interested, please contact the relevant [Subject Librarian](#) or the [Service Desk at the Library Service Centre](#).

5. Research and Publishing

In addition to the supply of literature, we support you with various science-related services for research and publishing.

5.1 Research Data Management

The quality-conscious handling of research data is a cornerstone of excellent science and ensures the integrity and efficiency of research. The Competence Centre for Research Data, a central department supported by the university library and the Bielefeld IT Service Centre (BITS), offers you comprehensive support services for managing your research data:

- Third-party funding: support with the creation of data management plans (DMP) and the conceptualisation of RDM-relevant measures for research projects,
- First-level support on legal aspects of research data,
- Information on publication options for research data and their archiving,
- Support in ensuring Data protection during data collection,
- Support for RDM-relevant tools such as RDMO, GitLab or PUB,
- Trainings on RDM-relevant topics (PEP: Training for Researchers)

For an individual consultation, please make an appointment with the Competence Centre team.

5.2   Publication Fund

Bielefeld University's [Publication Fund](#) sponsors the publication of open access monographs, edited volumes, edited volumes and articles in open access journals. The resources for the fund are provided by Bielefeld University and the German Research Foundation (DFG).

This offer is aimed exclusively at researchers who are working at Bielefeld University at the time the manuscript is submitted. They must appear as "submitting author" or "corresponding author".

5.3   Scholarly Publishing Services

[PUB - Publications at Bielefeld University](#) is Bielefeld University's institutional repository, which is the central repository for literature publications and research data and reflects the academic activities at the university. Bielefeld researchers from all disciplines can use it to create and maintain their personal publication lists. The references in the repository are freely accessible and, in some cases, linked to full texts and research data.

In addition, doctoral theses, habilitations and other university publications - depending on the relevant provisions in the doctoral regulations of the individual

Faculties - can be published either in printed or electronic form via the library's publication services.

A complete overview of the Publishing Services can be found on our website.

We wish you a good start at Bielefeld University!