Textbooks

The textbook collections in the reading rooms hold a number of copies of important textbooks and reference works. The textbooks on the subject areas in the Book Tower (Bücherturm) can be found on the shelves outside the Central Library reading room. The shelf-marks for these textbooks start with ‘17’.

Reading rooms

If you request a book or other material that is temporarily not available in the reading room (shelf-marks starting with ‘00’, ‘02’, ‘03’ or ‘04’), it will usually be ready for pick-up from one of the shelves in the collection area on the ground floor of the Central Library by 11:00 a.m. on the following workday. The standard loan period is 1 month and you may renew your book up to five times, unless the item has been reserved by someone else. E-mail notifications

You will be notified by e-mail when:

• the loan period for a borrowed item is about to expire (not for overnight and weekend loans)
• a requested item is ready for collection
• a request has been cancelled due to the item being recalled
• an item requested via interlibrary loan is ready for collection

Take the book to the borrowing desk to have it checked out.

Collection area

If you request a book or other media that is ‘available for request’ (shelf-marks starting with ‘03’), it will usually be ready for pick-up from one of the shelves in the collection area on the ground floor of the Central Library by 11:00 a.m. on the following workday. The standard loan period is 1 month and you may renew your loan unless someone else has put in a reservation.

Take the book to the borrowing desk to have it checked out.

Reserve collections

The reserve collections contain books and essays from the library’s holdings and other materials compiled by lecturers for their various courses. The shelf space for the respective reserve collections is marked with the name of the relevant lecturer or the course title. Reserve collections may also exist in electronic form. Log in to your Stud.IP account to search for digitised essays, book excerpts from the University Library holdings and other materials for your courses.

Copying, scanning and printing

Your CampusCard can be used for the networked copiers, scanners and printers of the University. The copy/print balance is stored separately from the refectory balance and can be topped up at any of the special terminals next to the multifunction copiers (e.g. in the Central Library collection area). You may set up automatic forwarding of these notifications to a private e-mail address.

E-books, e-journals and databases

Some 170,000 e-books and a large number of e-journals and databases are accessible through the University’s computer network. All titles are stored in InfoGuide. You may also search the Electronic Journals Library for e-journals and DBIS for databases. Nearly all licensed e-books, e-journals and databases can be retrieved via external access, by logging into the University’s EZ-Proxy server (using the same log-in credentials you use for Stud.IP).

http://www.ub.uni-passau.de/en/digital-library/external-access/
Local catalogue in InfoGuide

You can use InfoGuide to search for books, periodicals, e-books, e-journals, and databases in the holdings of the University Library and the Bavarian Regional Library Passau. If a title is in the Passau holdings, the shelf mark (location mark) shows how it can be used:

- Items from the reading room collection, which have a shelf mark such as 40/QP 120 V127(6), are only for use in the library and may in some cases be available for overnight and weekend loan.
- Shelf-marks starting with 00/, 02/, 03/ or 04/ denote items from the closed stacks. These can be requested in InfoGuide. The loan period is four weeks. Loans are renewable unless someone else has reserved the title in the meantime.

If the book you are looking for cannot be found in the local catalogue in InfoGuide, or if you want to display additional search results, you can extend the search to include the union catalogue of the Bavarian Library Network by clicking on the 'Extend automatically' link.

Individual articles

The local InfoGuide catalogue does not by default search for individual articles; however, you can select the Article Database to search for articles.

In addition, there are specialised databases available for article searches.

Database Information System

DBIS includes open-access databases and those licensed to the University library. These databases are either monodisciplinary (e.g. 'Business Source Premier') or interdisciplinary (such as 'International Bibliography of Book Reviews', IBZ).

Electronic journals

The 'Electronic Journals Library' portal provides free access to academic online journals. This includes full-text journals which are freely accessible online, as well as journals licensed to the University of Passau. Some titles in this catalogue are not available as fulltext, but will list the table of contents.

The CampusCard is your library card

Matriculated students have access to all library services offered by the University Library and the Bavarian Regional Library Passau. To use the request and account functions in InfoGuide, you first have to log on with your eleven-digit library user number, which is printed on the back of your CampusCard, and your password. The default password is your own date of birth in DDMM format, e.g. 22 April = 2204.

If you are not a member of staff or a student of the University you can still register as an external user, if you are a registered resident of Germany or Austria.

Need more detailed information?

If you can’t get in touch with us by calling the library helpdesk, +49 851 509 1630, you can also use the ‘Message to the Library’ contact form on the library website, or talk to us in person at an information desk in the Central Library or in one of the reading rooms.

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