

# Passau Search Portal – Step by Step User Guide

As a student at the University of Passau, knowing how to efficiently find academic resources is essential for success in your studies. The *Passau Search Portal* is the central discovery tool provided by the *Universitätsbibliothek* to help you locate books, journal articles, theses, and digital resources across the university's library system. Whether you're looking for a specific textbook, conducting research for a term paper, or exploring academic journals, this step-by-step guide will walk you through how to use the Passau Search Portal.

## Step 1: Go to the Passau Search Portal

- Open your browser and go to the Uni Passau library homepage: <https://www.ub.uni-passau.de/>, then go to 'Search & Media', choose 'Literature Search' and click on 'Passau search Portal'
- Or use the direct link: <https://www.ub.uni-passau.de/en/search-find/literature-search/passau-search-portal/>

## Step 2: Start searching

- For broader search, use the main search bar labeled "Basic search" for a specific topic or theme
- If you are looking for precise literature, you can add author's name, year, title etc.
- You can also limit the search by giving specific timeline, document type and language

## Step 3: Access physical and/or electronic resources

- For physical books: Click the title to see the shelf mark, location, status, and whether it's open access or in closed stacks (Magazin)
- For online resources: Click "Full text" to download or view
- Use [Search portal with external access](#) if you are outside the campus

## Step 4: Log in for more features

- Click "Login" (top-right corner)
- Use your Library username to login (not ZIM credentials)
- After logging in, you can order books from closed stacks, reserve, request interlibrary loans, renew, track loans and due dates