

# info guide



**central library**  
**branch library**

Organize your knowledge:

**CITAVI – University Site License**

Your reference management,  
knowledge organization, and task  
planning solution

**Dear user, in this brochure you will find some important information about  
the usage of our/your libraries!**

## Searching in the catalog

Our libraries have got a total stock of over **65.000 print media** (specialized books, reference books and periodicals). You can also select literature from a wide range of **digital media**. If you want to search an item, please open the Library Catalog on the homepage: <https://dhw-loerrach.de/bibliothek>

- ✓ Please choose **Einrichtungen & Service >> Bibliotheken >> Literaturrecherche** or
- ✓ using your **smartphone** respectively the **Campus App** please choose **Services >> Katalog Bibliothek >>** now you see the homepage of the **Mobile Online Catalog**
- ✓ **Library Catalog of the Hochschule Lörrach >>** with the button top right you can switch between the German and the English version of the catalog,
- ✓ choose **Quick search** (quick search lets you search your library's catalog by author, title, subject or another keyword)
- ✓ or **Advanced search** (especially recommended!) for specific queries as special media types, e.g. for E-books. You can also select the language of the book there (English, French or German) or restrict the publishing year.

The **hit list** gives you a first overview of the results. At a glance you can see if a media is on loan or available. Click the button **Location** or the **headline of the title** you are interested in to get detailed information, such as the location of the item (central or branch library), the call number and many more.

## Reservation/Internal post service (= Button Request/Hold)

To **reserve a title borrowed by another** user, please

- ✓ choose the media you wish to reserve in the **Library Catalog** (= Online Katalog),
- ✓ click the button **Request/Hold**,
- ✓ it appears the image **Are you a member of this university?** (=Sind Sie Angehörige/r unserer Hochschule?). Please answer **Yes**.
- ✓ (If you are an **external user**, please answer No. Login: Library number on your library card + Password: Date of birth: DD.MM.YYYY)
- ✓ Now the **Shibboleth-image** appears, please enter your **DHBW-Account**.
- ✓ Define the **place of issuance** (DHBW Bibliothek or DHBW Zweigbibliothek = central library or branch library) for your order and
- ✓ select **Notification by E-Mail for provided Items? Yes** and you will be informed via email, when it returns.
- ✓ Finish with **next**.

### Internal post service:

Equally you can order an item from one of our libraries to the other. Our internal post delivers the media you requested in the morning approximately until 1:00 p.m.

### Renewal

On your account (**My account**: Members of the university: Access via Shibboleth / **External user**: Login via library number + PW) you have also the possibility to renew any media you have on loan (except they are booked by another user). In case you prefer us to do that for you, just write us an email or give us a call. The regular **loan period** for students is **2 weeks (15 times renewable)**. You can borrow **70 items** at once. To students writing their bachelor thesis special rules apply. If you want to avoid fines\*, please do not forget to renew your media when you get an **email reminder**.

### Access to electronic media outside DHBW (only for members of the university)

If you wish to read E-books, E-articles in periodicals or statistics **at home**, please

- ✓ Use the service **EZproxy/Shibboleth** (more detailed information on the website of our data center >> Helpdesk & Ticketsystem >> **Wiki IT.Services**).
- ✓ **All our databases are stored in the alphabetical list at ReDI.**
- ✓ Login via Shibboleth: Possible with the respective provider of E-content.
- ✓ **Tip:** To open e.g. **Springer E-books** in our catalogue, we recommend:  
**Open 2 tabs** in your web browser: 1x Katalog DHBW and 1x SpringerLink (via ReDi or via <https://link.springer.com/>):  
**Log in to EZproxy** with Shibboleth >> **select S** on the alphabetical list >> **select SpringerLink** or go directly to SpringerLink >> then go to the catalog, search for the E-book and open it >> Now you have access.  
(**Vantage:** All Springer E-books in our catalog, we have licensed, but not all at SpringerLink.)

If you have any questions, wishes or an idea for improvement don't hesitate to contact us. We will do our very best to help you 😊

**Your library-team**

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\* 1. week: 1,50 Euro; 2. week: 5,00 Euro; 3. week: 10,00 Euro


**address & hours of opening /  
central library**

Hangstr. 46–50, 79539 Lörrach

tel: +49 7621 2071 160

[bibliothek@dhbw-loerrach.de](mailto:bibliothek@dhbw-loerrach.de)

<b>Mon, Tue, Thur, Fri</b>	<b>10:00 a.m. – 6:00 p.m.</b>
<b>Wed</b>	<b>10:00 a.m. – 2:00 p.m.</b>
<b>Sat</b>	<b>11:00 a.m. – 3:00 p.m.</b>



Please note our range of **training  
courses** and **consultation hours!**

Contact:  
**[steiert@dhbw-loerrach.de](mailto:steiert@dhbw-loerrach.de)**

**address & hours of opening /  
branch library<sup>1</sup>**

Marie-Curie-Str. 4, 79539 Lörrach

tel: +49 7621 2071 350

[zweigbib@dhbw-loerrach.de](mailto:zweigbib@dhbw-loerrach.de)

<b>Mon, Tue, Thur, Fri</b>	<b>9:00 a.m. – 12:00 p.m. + 2:00 p.m. – 4:00 p.m.</b>
<b>Wed</b>	<b>10:00 a.m. – 2:00 p.m.</b>

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<sup>1</sup> The branch library contains an intercultural library.