

# Welcome to the Libraries of the University of Applied Sciences and Arts Hannover

## Borrowing

Most of the books can be borrowed. The standard loan period is 28 days and may be extended five times. Cassette tapes can be borrowed for a period of two weeks, and video-tapes one week. Books from the reference collection can be borrowed overnight. Current issues of journals may be used in the library only.

Borrowed books can be returned at selected libraries in Hannover including the University Library Hannover (TIB/UB), the Gottfried-Wilhelm-Leibniz-Library, the Libraries of the Medical School (MHH) and the Veterinary School (TiHo) and the Library at the Kurt-Schwitters-Forum.

## Electronic Resources

Besides print and audio-visual media, the library features a number of electronic resources including databases, electronic journals and e-books. Here you can locate journal articles, read the full text of articles in 'e-journals' and find information on a wide range of subjects. In many cases the use of these databases is restricted due to license specifications, e.g., access may be restricted to university members, or allowed from a certain work station only. The library homepage has a detailed listing of these resources. In addition, there is a virtual library with selected internet resources regarding certain subject areas.

## Holdings

As a university library it is our responsibility to provide the media and the information which is needed by its members. The particular subject focus of the collection therefore reflects the needs of teaching and research.

The main library has about 105.000 books, 300 printed journals, and 700 audio-visual units. The books are arranged by subject and shelved in open stacks.

## How to find your books

All books and other media are listed in the online catalogue ("Katalog der Fachhochschule Hannover"). Here you can search for a particular title, or search for relevant books on a given topic. The catalogue also shows how many copies the library has of a particular book, its call number and current loan status. If a book is out on loan, you may enter a request into the system to put the book on reserve for you after it is returned.

If a title cannot be found in the local catalogue or in the HOBSY catalogue system, it can be requested via inter-library loan within the General Library Network (GBV). For details please ask the library staff.

## Locations

The Central Library at the FHH main campus in Linden primarily serves the FHH Departments of Electrical Engineering and Information Technology, Mechanical Engineering, Computer Science and Business Administration.

In addition, there are several departmental libraries in different locations:

- Bio-Process Engineering in Hannover-Ahlem
- Information and Communication, Media and Design at the EXPO-Plaza at Hannover-Kronsberg
- Social Welfare and Health Care at Hannover-Kleefeld.

## **Membership**

Anybody who visits the library may use its collections. To borrow books or other materials, you need a FHH-Card or a library card (HOBSY-Benutzungskarte). This will be issued to you if you present a valid identity card or a passport as well as an official registration document showing your current address in Germany. We have to charge a fee of € 5 to issue a library card, if you are a first-time user. FHH-Card-members can use the library for free.

With the library card you will get a personal user account which enables you, e.g., to renew or reserve library books by yourself. The library card is accepted in every library of the local network (HOBSY).

There are no fees for basic library services. However there is a fine for overdue books and a charge for lost materials.

The library rules are available in detail at the circulation desk.

## **Online Search Office**

The Online Search Office (IVS) offers assistance if you need extensive online searches to be done. Their professional staff will develop search strategies and conduct database searches to meet your specific information needs.

## **Contact information**

### **Address:**

Bibliothek der Fachhochschule  
Ricklinger Stadtweg 118  
30459 Hannover

### **Telephone:**

+49 (0) 5 11 / 92 96 – 10 86  
(Renewals by telephone after 2 pm)

### **Fax:**

+49 (0) 5 11 / 92 96 – 10 90

### **E-mail:**

[bibliothek@fh-hannover.de](mailto:bibliothek@fh-hannover.de)

### **Homepage:**

[www.fh-hannover.de/bibl/](http://www.fh-hannover.de/bibl/)

**Opening hours:**

**during the semester**

(while school is in session):

Mon – Fri      9.00 am – 8.00 pm  
Sat              9.00 am – 2.00 pm

**during semester break:**

Mon – Wed    9.00 am – 4.00 pm  
Thurs         9.00 am – 6.00 pm  
Fri             9.00 am – 4.00 pm  
Sat             closed



Date: 01/2010