Library Services

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Contents

Foreword

Dear members of the South Westphalia
University of Applied Sciences,

This brochure provides an overview of the library services. You will learn, among other things, which media we offer, where you can find them and how you can use them. In addition, we present our training programme and further services.

For additional information, please visit our website at
www.fh-swf.de/cms/library.

We would also be happy to advise you in person – on campus, via phone or online.

We look forward to your visit!
Your Library team

One Library – Four Branches

Branch Library
Hagen

Branch Library
Iserlohn

Branch Library
Meschede

Branch Library
Soest

Library Services – An Overview

The university library, having its administration in Hagen, has four branch libraries located at the campuses of the South Westphalia University of Applied Sciences: Hagen, Iserlohn, Meschede and Soest. The literature supply on Lüdenscheid campus is ensured by cooperating with the public library.

The library serves students, lecturers and employees of the university as a learning and media centre as well as source of information. Citizens of Hagen, Iserlohn, Meschede, Soest and its surroundings are also welcome.

Media
You will find the full range of media here, for example:
Print media: books, journals, newspapers
Electronic media (closed and open access): e-books, e-journals, journal articles, databases, standards and AV media

All media are listed in the online catalogue KAI. Our offer complies with the study contents of the university and also comprises interdisciplinary basic literature.

Learning Facilities
Each branch library offers individual or group workstations. Library computers are available as well as Wi-Fi hotspots for Internet access with your own mobile devices.

Information, Consulting and Training
The library is your contact regarding all questions on literature and information searches. There are various ways of contacting us, such as the service desk in one of our branch libraries, via phone or through our central email address e-Auskunft@fh-swf.de. For extensive individual consulting, for example before starting to write your thesis, we offer research consulting hours on-campus or online.

Activation

To borrow media from the library, you need to activate your library account on the My Account website. The Chiporello serves as your library card. You can use the Library's electronic media without prior authorisation.

If your Chiporello is not personalised (no photo), please carry a photo ID with you to present if requested.

KAI, the Online Catalogue

Our printed and electronic media are listed in the online catalogue KAI.

kai.fh-swf.de

– Print media: books, journals, newspapers
– Electronic media: e-books, e-journals, journal articles, databases, AV media

In addition, you will also find electronic publications by university members, textbooks and freely available open access publications in our catalogue.

Please note: The entire offerings, including the freely accessible online offerings, are subject to the applicable copyright laws and provider-specific terms of use.
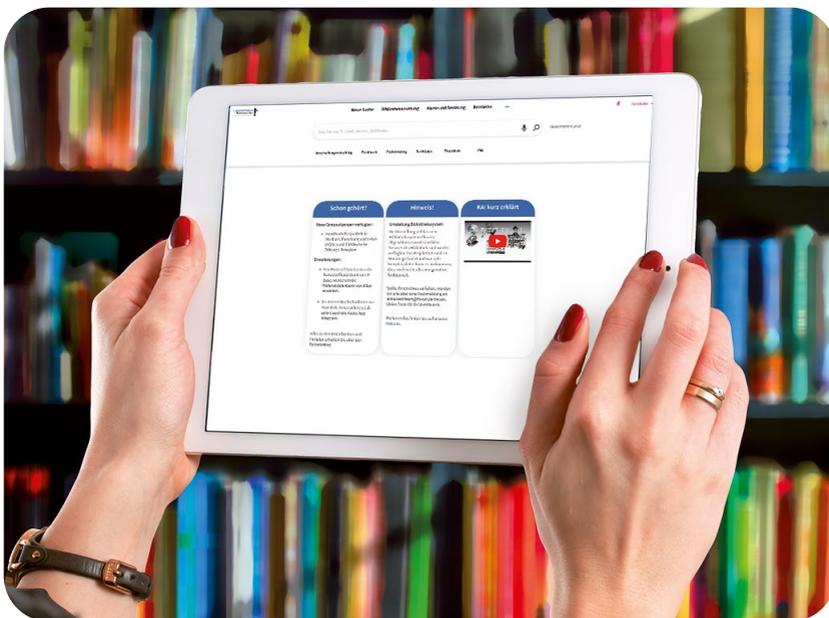
Literature Research

You can search for relevant basic and research literature using the simple or advanced search function in KAI. For this purpose, certain search scopes are available:

– Local media: printed media in the branch libraries
– E-Media: licensed and freely accessible electronic media
– All media: printed and electronic media
– Course and lab reserves: media provided by lecturers for seminars

The generated hit list can be sorted according to certain criteria, e.g. title or year of publication and further limited by filters, e.g. type of media or language. This is particularly useful for reducing large numbers of hits. Additionally, you can access search tips via the catalogue's start page.

Databases

Databases list literature on a specific topic or formal aspect (e.g. business administration, e-journals, etc.). They can be purely bibliographic and contain references or provide access to the full text. You can find an overview of licensed and open-access databases in the subject guides in KAI.

Advice for your research
The majority of licensed databases are searched in KAI. Databases that cannot be searched there, are highlighted accordingly in the subject guides. In this case, the search cannot be performed in the catalogue, but within the respective database.

Info and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/cms/library

Access

If you see the link *Full text available* under a title in the hit list, this title is an electronic medium and you can access the full text directly. Links with a different indication lead to tables of contents or summaries, which provide you with an initial indication of the title's relevance to your research question.

The indication *Available* under a title refers to a print medium and shows that at least one copy is not on loan. Click on the desired title from the results page to display the full record. You can find the location and call number of the item under *Get it* or request the item from one of the branch libraries after logging in; the same applies to borrowed items. In both cases, you will receive an email notification when the title is ready for you to pick up.

Library Account

You can sign in to KAI with your university ID and manage your library loans. You will receive the access data separately by postal mailing: students, who already are enrolled, from the Student Service Office and employees from the University Administration.

After signing in, you will get an overview of:

– **Loans**
You can check your loans and renew them before the loan period expires, provided that the media have not been requested by other users. The regular loan period is 30 days. The renewal must be made no later than the last day of the original loan period.

– **Requested Items**
The list of your requested media shows the current processing status.

– **Fees & Fines**
The fees displayed here can be paid in one of the branch libraries or transferred by bank.

– **Blocks & Messages**
If you do not have activated your library account or if your fee account exceeds a certain cost limit, you will be excluded from borrowing. To unblock your account, please contact one of the branch libraries or pay the outstanding fees.

– **Personal Details**
Here you can see the data we store about your person for the purpose of using the library services.

Additionally, there are further functions available after you have signed in:

– **Favourites & Search Queries**
You can add titles to your list of favourites and add tags by clicking on the pin icon. 📌 Alternatively, you can also check your search history and save a search query.

– **RSS-Feed**
You can activate an RSS feed for saved search queries. The search queries will then be repeated at regular intervals. You will receive a notification as soon as new titles are available for the activated search query.

– **Suggest New Title**
If a desired title is not available in the library, you can suggest it by clicking on the link *Suggest New Title* below the search bar.
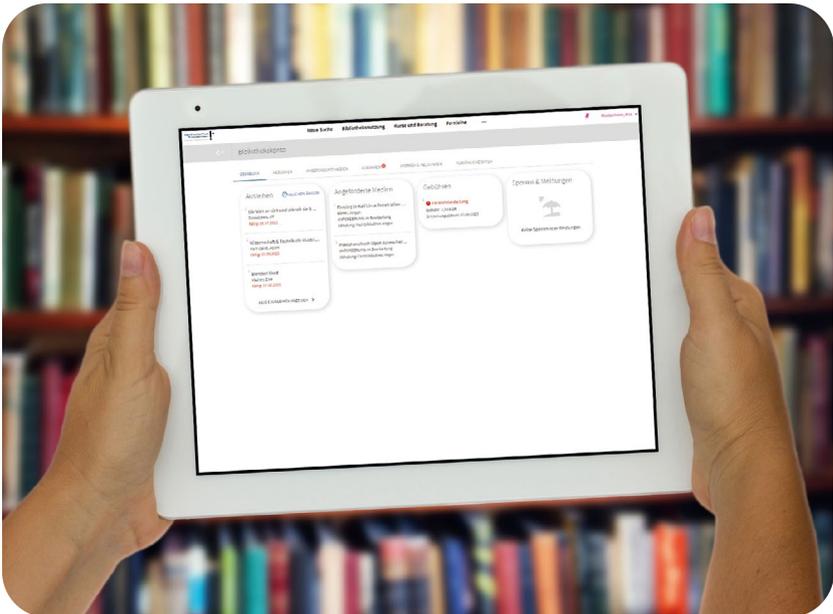
Loan Periods, Fees and Blocks

The regular loan period is 30 days. Media that belong to the reference holdings can be borrowed overnight or over the weekend as part of a shortterm loan.

If the media have not been requested by other users, the loan period can be renewed. The maximum renewal period for students is 26 weeks.

Students can request an extended loan period in the branch libraries for the duration of their final theses or internships.

Media in the university employee accounts are automatically renewed after 30 days if they are not requested otherwise.

Course and lab reserve collections can be requested for a period of 380 days via a portal; an extension is possible.

The use of the library is free of charge. However, fees may be levied for various reasons:

Exceeding the loan period
A fee is charged for each item returned after the loan period has expired. The amount depends on the number of days by which the loan period was exceeded:

up to 8 opening days: **€ 2.00**
up to 16 opening days: **€ 5.00**
up to 24 opening days: **€ 10.00**
up to 32 opening days: **€ 20.00**

For media borrowed from the reference holdings within a short-term loan, 2 euros per medium and calendar day will be charged if the loan period is exceeded.

If the loan period is exceeded by 32 opening days or by 8 opening days in the case of a short-term loan, it is considered a non-return. In addition to the fees already incurred, we charge the replacement value of the item and an administrative fee of 25 euros.

– **Interlibrary Loan**
  A processing fee is charged for interlibrary loan orders in accordance with the German Interlibrary Loan Regulations.

– **Loss**
  In case of loss or damage to media, the replacement value and administrative fee of 25 euros must be paid.

If you exceed a certain cost limit, your library account will be blocked and you will be temporarily excluded from borrowing. The cost limits amount to

Students: **€ 10.00**
Employees of the university: **€ 500.00**
Lecturers: **€ 100.00**

Please pay the fees in one of the branch libraries or by bank transfer so that you can use your account again.

Info and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/cms/library

Off-Campus Access

With your university ID, you can use our electronic media, such as e-books, e-journals and databases from outside the campus. You will receive the access data separately by postal mailing: students, who already are enrolled, from the Student Service Office and university employees from the University Administration.

Conducting a research via **KAI**
(possible without prior registration)

1. Select the desired title.
2. Click on the link *Full text available*.
3. Use your university access data to fill in the login form in the university network.
4. You will be forwarded to the desired title at the publisher's website.

As an alternative, you can log in directly on the provider's site via Shibboleth, if this is supported. Some titles can only be accessed via VPN. The access options are described in the detailed information of a corresponding title in the section Online in KAI. Your contact for the installation of the VPN client are the IT Services: www.fh-swf.de/cms/its. Further information and access options can be found in the search tips in KAI.

Interlibrary Loan Service

Interlibrary loans are literature requests from other libraries when the item in question is not available in any of our branch libraries. You can request both print media and copies of individual chapters or papers. You can find the link to the interlibrary loan portal in our online catalogue KAI in the top navigation bar.

Advice
– Be sure to check beforehand in KAI whether the title is available in one of our branch libraries.
– To borrow print media from one of our branch libraries, you do not have to place an interlibrary loan order. Request the item through KAI and it will be delivered to your campus via an internal university transfer.
– A processing fee of 1.50 euros is charged for each national interlibrary loan request based on the Interlibrary Loan Regulations. If an interlibrary loan order placed by you exceeds this value, we will contact you in advance.

Information and tutorials regarding the interlibrary loan service can be found on our website.

Info and Contact
fernleihe@fh-swf.de
www.fh-swf.de/cms/library

Learning Facilities

You can use individual and group workstations as well as group study rooms in all branch libraries without prior registration. If you need pens for the available white boards, please contact the library employees at the service desk.

You have free access to the print media during the opening hours, as long as they are not on loan. The media are systematically sorted by subject so that you can find thematically related literature at the same place in the library.

Technical Equipment

– **Wi-Fi**
There is Wi-Fi coverage in all branch libraries so that you can
use your own mobile devices. Information about the use of Wi-Fi can
be found on the IT Services website: www.fh-swf.de/cms/its-en/.

– **PCs**
Library computers are available in all branch libraries. These
give you the opportunity to research literature and work on
presentations or written papers with MS Office programmes.

– **Interactive displays**
The group study rooms are equipped with interactive displays to support
group learning or practising presentations.

– **Copy, print and scan**
Multifunction devices are available at all campuses close
to the library.

Library Code of Conduct

To ensure a pleasant working atmosphere, the following rules apply in our
branch libraries:

– Please behave quietly, avoid loud conversations outside the
group study rooms and put your mobile phone on silent mode.
– Smoking, eating and drinking are not allowed in the library
facilities. Water bottles may be brought into the library.
– Coats/jackets, umbrellas, bags, etc. may not be taken into the
library facilities. These can be stored in the compartments in
the entrance area of the branch libraries. Baskets are provided
for personal valuables.
– Please follow the instructions of the library personnel.

Trainings

We offer trainings on different topics in various formats:

– Introduction to the library
– Literature research
– Citavi (reference management software)
– Special trainings, e.g. on standards and patents,
  evaluation of sources or citation

Our courses are provided on-campus or as online seminars. For further information, please visit our website.

The trainings take place at fixed dates and individually upon request.
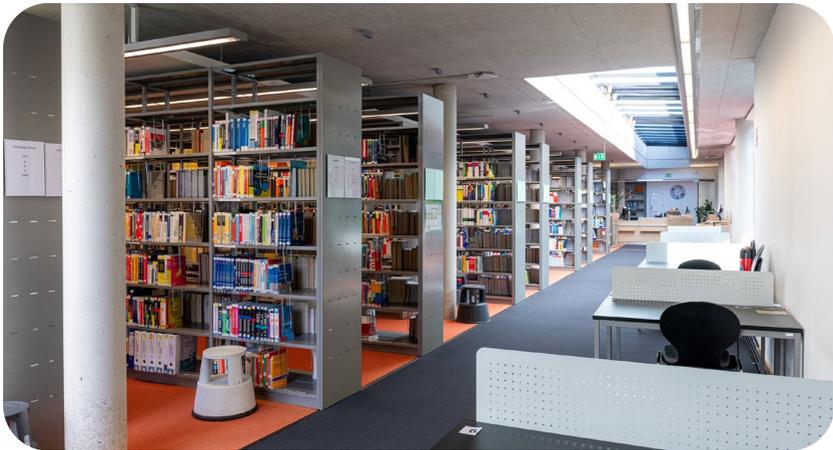
E-Learning/Moodle

In order to make learning easier regardless of time and place, we provide various trainings about the use of the library via the learning platform Moodle. Thereby we offer the opportunity to, upon completion of certain trainings, attain certification. To learn more about this, see the next point **Library Certificate**.

For using the learning platform Moodle, please open www.elearning.fh-swf.de in your browser and log in with your university password. You can select *Bibliothek* under the menu heading *Kursbereiche* and enroll to our trainings. These are mostly available in German.

Library Certificate

As certification of your research competency you can obtain a library certificate.

For this purpose, you need to complete the compulsory course *Literature Research* as well as at least one of the available compulsory elective courses in the format that is suitable for you:

– on-campus in one of our branch libraries
– online via a video conferencing system
– on moodle via our self-study courses

When selecting the compulsory elective courses, please take into account the requirements of your lecturers.

After completing the Moodle test you can order the certificate as described in the course. Then, the library will gladly provide you with a certificate.

Video-Tutorials

Regardless of our training programme, our video tutorials give insight into the different areas of the use of the library. Visit the university's YouTube channel at https://www.youtube.com/c/fhsuedwestfalen and select our playlist.

Info and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/cms/library

Further Services

Citavi

Citavi assists you with academic literature research: from the reference management to knowledge organisation and task management all the way to the creation of the bibliography.

The Citavi campus licence provides university members with both the Windows-based desktop version and Citavi Web. The latter allows usage in a browser on any operating system.

You can find further information on the installation and usage at www.fh-swf.de/cms/citavi. Here you can also find information on the library's self-study course, which is available on the learning platform Moodle. Individual appointments for consultation can be arranged upon request.

Infos und Kontakt
e-Auskunfst@fh-swf.de
www.fh-swf.de/cms/citavi

Patent & Standard Centre

The central Patent & Standard Centre of the South Westphalia University of Applied Sciences is located in the library. Its task is to procure and provide electronic and printed standards, to advise on standards and patent research and to conduct trainings.

Info and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/cms/normen

Research Consulting Hours

In the research consulting hours, we provide individual and topic-related research assistance for the preparation of written assignments and final theses. The consultation is done only upon registration on-campus or location-independent online.

Info and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/cms/library

Contact and Opening Hours

Information via email
e-Auskunft@fh-swf.de

We gladly assist you regarding questions about
the use of the library and the media collection.

Branch Library Hagen
Haldener Straße 182
58095 Hagen
Phone +49 2331 9330-6605
hagen-bib@fh-swf.de

Branch Library Meschede
Lindenstraße 53
59872 Meschede
Phone +49 291 9910-4120
meschede-bib@fh-swf.de

Branch Library Iserlohn
Frauenstuhlweg 31
58644 Iserlohn
Phone +49 2371 566-1156
iserlohn-bib@fh-swf.de

Branch Library Soest
Lübecker Ring 2
59494 Soest
Phone +49 2921 378-3303
soest-bib@fh-swf.de

Lüdenscheid
Members of the South Westphalia University of Applied Sciences at
Lüdenscheid campus are provided with a media delivery service for literature
and information. For this purpose, there is a cooperation with the
Lüdenscheid Public Library.

Detailed information regarding our services and announcements, for
example changes to opening hours, can be found on our website:
www.fh-swf.de/cms/library.

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