

Dear visitors!

Welcome to the University Library Magdeburg. With this audio guide we would like to introduce you to our library. In order to help you find your way around our institution, we recommend to use our map. All stations of the audio tour are marked by numbers on that map.

If necessary, simply ask at the lending desk to get one or download the map from our homepage. The order or the number of stations you explore is up to you.

The tour consists of 8 stations and 5 additional stations. In which order you listen to them is up to you. However, we recommend that you follow the given order.

The audio guide lasts approximately 30 minutes.

If you want to start with an insight into the history of the library, play Z1.

We wish you a pleasant stay and if you have any questions, please do not hesitate to contact us.

1. You are now in the lobby. Before you head into the library, put your belongings such as bags or jackets into the lockers. There are two ways to do so: Either you use your student or library card or you borrow a guest card at the loan desk.

If you have not already done so, you must activate your student card for the lockers. If you do not know how to activate your card for the lockers or if you need an explanation on how to use the lockers, play Z2.

The lockers can be reached by using the stairs next to the cafeteria. Our toilets are also located there. If you cannot use the stairs, please ask the staff behind the turnstile. We offer lockers and toilets for disabled people.

If you look around the foyer you may notice two columns. These can be used by students to post all kinds of inquiries and small advertisements. But that is not their only function. Books that the library no longer needs and newspapers are also displayed here to take away.

On the opposite side of the cafeteria you can see another special feature of the foyer - a showcase. This is used for theme exhibitions as well as for exhibitions of newly acquired books. As these change weekly, it is worthwhile to visit the exhibition regularly.

Next to the exhibition showcase is our conference room, which is used for events like our Coffee Lectures. Are you interested in our events? Then we will be happy to inform you about them on our website and through Instagram. Now enter the library through the main entrance to reach the next point of the guided tour.

Z1

The University Library of the Otto-von-Guericke-University Magdeburg was created by merging the former libraries of the Technical University, the Pedagogical University of Applied Sciences and the Medical Academy in 1993.

The library of the Technical University started its work in the building Am Krökentor 2 as the library of the University of Applied Sciences for Heavy Machine Engineering.

In the following years the library developed continuously. With the award of the status of College of Heavy Engineering on 10th May 1961, the library also gained further importance.

Problems occurred for the university library in the mid 1970s. By the end of 1976, the stock had grown to almost 170,000 volumes, and more than 2000 current journal titles were available. For lack of space, stacks were provisionally set up in the corridors. This led to a high ceiling load and resulted in a requirement to gradually clear the rooms. From the end of 1979 the old canteen was partly available for use by the library.

In 1987 the institution was granted the status of a Technical University.

The history of the library of the University of Education is closely connected to the development of its supporting institution. The year 1963 was set as the foundation year of the library. When the university was founded, the library had already existed for 10 years as an institute library.

The library was located in the university's teaching building I in Brandenburger Straße 9, and a second area of use was in teaching building II in Julius-Bremer-Straße 23 (today Stresemannstraße).

Important changes took place in 1985 when the library was set up as an open access library in the course of a comprehensive renovation of the rooms.

With the political turnaround, the Magdeburg university libraries also underwent extensive changes.

In 1993, the above-mentioned merge of the three Magdeburg libraries to form the University Library existing today was completed.

The time after the merging of the libraries was marked by the building process and the further use of information technology.

The new building of the University Library was built between 1999 and 2003, the official opening took place on 01.10.2003.

Z2

If you have a student card or library card, you must activate it for the lockers. It is not enough to validate your card. You can activate it at the orange terminal next to the main entrance. To do so, hold the card against the small black box. This is located on

the right side of the machine. After a few seconds, the light from the black box will turn green and a beep will sound. The card is now activated.

The lockers in the basement work on a similar principle: Find an open locker and store your belongings in it. Now close the door. There is a lock on this door. Hold your library card against the scanning surface. When the lamp lights up, turn the lock around. Then check again that the door is locked. The lockers are emptied daily. Remember to take your things with you when you leave the library.

2. You are now in front of the main staircase. The numerous orientation aids in the form of pictograms will give you a first impression of our subject areas. You can see the signposts in many places, such as on lifts or shelves - an example for those is on the column next to the stairs. As you can see from it, there are two subject areas on the ground floor: economics and law. To reach these and the third station, walk towards the round counter on the ground floor.

3. You are now in front of the information counter. You will find counters of this type on every floor. If you have any questions about the library or if you cannot find a book, you are welcome to go there.

You will also find the journals ordered from the stacks on the shelf next to the counter.

Please look at the counter on the right side of the exit. This is our lending desk. There you can borrow, return or renew media or open a library account. The loan period here is usually four weeks. An extension is possible up to 5 times, if the book is not reserved by someone else. Further information is available from the staff at the circulation desk.

If you have ordered something via interlibrary loan or from the stack, the ordered media is also handed out at the circulation desk.

Under point 4 we will now explain how the books are arranged on the ground floor.

If you are interested in our self-check-out system at the exit or if you want to know how to research the location of a book, you will find the information under Z3 and Z4.

Z3

You are now in the self-check-out area. Here you can borrow books by yourself. The use of this system is necessary especially outside our service hours after 7 pm. However, it is not possible to borrow CDs and DVDs here. If you need to return media, you have to do that at the lending desk. A valid library card or student card is required. Simply follow the instructions on the screen. As soon as the process is completed, you will receive a receipt.

With the help of the OPAC ("Online Public Access Catalogue"), you can research in our holdings, for example to find out the location of a medium. The OPAC also shows you whether a medium is available or not. The service is also available online from any location.

In the OPAC you can find books using a variety of search strategies. For example, you can search for a title, author, or topic. However, make sure that you spell your search terms correctly, since the system does not automatically correct them, as search engines such as Google would do.

In the OPAC you will not only find printed media, but also ebooks.

As a student or staff member you can read ebooks from home with your library account and as a private user you can read them on the computers in the library.

However, if you are looking for an article from a journal, you will not find it in the OPAC. Use UBfind for this purpose. Like the OPAC, UBfind is an electronic catalogue that you can access from our website.

If you have found a title in the OPAC that you are interested in, you will also find a subject area and a shelfmark there. With the help of this you can now find the media in the shelves. You will hear more about this in chapters 4 and 5.

4. The media on the ground floor consists of the two subject areas of economics and law. The areas are divided into the subject groups P., Q. and R. The books on this floor are arranged purely numerically.

We recommend that you take a book off the shelf to better understand the explanation of the arrangement.

On the spine of the book you will see a sticker. It can be green or white. Books with a green sign are part of the reference collection that cannot be borrowed, but can be used to make copies or working within the institution. If a book has a white sticker, it can be borrowed as long as it is not a book from the course reserve collection or a journal.

On the label are the subject group (e.g.: Q. 142), the year when the book came into the library (e.g.: 1992) and a consecutive number (e.g.: 43529:2). The latter are the parts of the book's signature. So if you are looking for a medium, first look for the subject group, then within the group for the year and then the consecutive number.

Exceptions are journals and course reserve collections.

Course reserve collections can be found next to the information desk mentioned in point 3. This is literature for students compiled by lecturers and that cannot be borrowed. The media has a small sticker with the name of the lecturer and his faculty. The media is not placed in the subject groups but under the names of the lecturers and their faculty. These collections can also be found on other floors.

Journals are listed according to their format. There are 3 different groups - a to c. Each journal has an individual number which is listed in the OPAC. The current 10 years are in the open access area, the others in our stacks. Once you have found the journal, its volumes are sorted by year of publication.

If you follow the group P., you will reach our elevator. There are 3 of them in the house.

Take either the elevator or the main staircase to reach the first floor.

5. The first floor

You're on the first floor now. Here you will find the human sciences in the subject groups F/A to F/Z.

Starting with F/A behind the showcases, the media is arranged counterclockwise over the entire floor. If you are interested in the holdings in the showcases, please listen to station Z5. It is important to know that, unlike the other floors, the holdings here are arranged alphabetically by author or title. Therefore, instead of the signature number you will need the subject group and the first four letters of the author or book title. You will find these in the OPAC under "Classification".

Of course, you will also find course reserve collections and journals on the first floor. You can find them on our map. For further information you can contact the staff at the round information counters.

Z5 The Neumann Foundation

Our Neumann Foundation is located in the showcases, which you can see when you go up the large staircase at the entrance.

Ute and Wolfram Neumann donated the book series they had collected over many years in the form of a foundation at the opening of the new library building in 2003. Even today they make new donations to complete the collection of new and old book series. These books and book series are accessible to the public. Please contact the information desk to use them.

The highlight of the collection is the almost complete "Insel-Reihe". The famous Insel volume 313 by Wolfgang Kayser (*Gedichte des deutschen Barocks*) is also available at the Neumann Foundation. With the destruction of the publishing house in 1943, the edition of this volume was almost completely destroyed. Only a few copies were sent to the publisher before the bombing. The copy in the University Library is therefore in a safe deposit box.

One of the most valuable and impressive collections of the foundation is the collection of the Schocken-Verlag publishing house. The volumes of the Neumann Foundation offer invaluable source material for the study of Jewish culture and German history

and, as a whole, should be seen as a large field of research for literary sociological studies.

6. By the staircase: Group study rooms, Carrels

You are now in front of the stairs leading to the toilets, the group work rooms and to K. - the **psychology** section.

As you may have noticed, we offer lockable individual and group work rooms.

There are a total of 3 group work rooms, of which 2 can be reserved and one is always accessible. The group work rooms can be reserved at the counter on the 1st floor. The keys can be picked up there too. The rooms are equipped with whiteboards and smartboards.

If you prefer to study on your own, you can use an individual study room, called Carrel. You can rent a carrel for a day or a month. The day carrels are available free of charge, depending on availability, at the counter on the 1st floor. To get a carrel for a month, visit our carrel consultation hour, which takes place daily from 2pm to 3pm. To use a carrel, you need a valid library card.

Now follow the big wooden staircase which is next to our info screen. The infoscreens show current news from the university and new acquisitions are presented.

If you do not want to take the stairs, you can also use the elevator as an alternative.

7. Counter Alt-PIZ (C-F, Y), elevator for disabled persons

You're on the second floor now. From here you can see four stairs. If you look at the map, the stairs lead up to the computer science holdings Y., as well as to the natural sciences and mathematics holdings B. The stairs down take you to the engineering sciences media. If you use the stairs to the copy room, you will find the group work room behind it, which is freely accessible at any time.

But now follow the stairs to B. If you need a lift, please contact the staff - there are special lifts for disabled persons on this floor.

8. PIZ, Mathematics

You are now at the counter of the Patent Information Centre and Standards Info-Point. Here you can obtain information on industrial property rights such as patents, utility models, trademarks and designs and view standards such as DIN standards, VDI guidelines or technical rules. As a partner of the German Patent and Trade Mark Office

and the German Institute for Standardization, this is the only location in Saxony-Anhalt.

If you have an idea for an invention or a trademark logo, the Patent Information Centre provides you with a wealth of information on how to protect it from being used by others. If you want to find out which standards apply to a product, process or service, you can research them and learn more about them. The staff of the Standards Info Point will also be happy to check regularly for you whether there is a new edition of a directive or whether a standard has been withdrawn. Just ask at the counter with the yellow sails about our services. But not only the Patent Information Centre and the Standards Info Point on this floor might be of interest to you. In addition to the scientific collections, there are other carrels, one of which is suitable for CDs and DVDs.

At this point the tour ends. Thank you very much for your attention. Should you have any further questions, please do not hesitate to contact our staff.