

Digital Semester Apparatus: FAQ for Lecturers

The University Library Magdeburg offers the service to the lecturers of the OVGU to provide scans of the printed literature of the University Library recommended by lecturers for a course on the e-learning platform ([Moodle](#)) of the OVGU.

1. What can be provided in a digital Semester Apparatus?

The provision of digitized documents within the framework of a digital semester system is regulated by the Copyright law, there primarily [§ 60a](#), g and h, valid from 1st of March 2018.

According to this, among other things

- max. 15 % of a monograph
- max. 25 pages of a contribution from an anthology, manual
- complete essays/articles from professional journals
- illustrations (e.g. diagrams, photos)

can be provided for a digital semester apparatus. Cumulation is not permitted, i.e. no complete journal issues or works may be made available by 'portioning' them. Further details can be found in an overview of the subject information service Law [here](#). Please make the appropriate entries in your literature list.

2. What about e-books or online journals?

If the University Library has those, a stable link (permalink) is generated (if possible) and made available.

3. For whom and how long is a digital Semester Apparatus provided?

The digitized documents may only be made available to participants of a course (seminar, lecture) (see also point 6). The University Library will 'dissolve' the equipment at the end of the semester (31st of March or 30th of September): access to it will then be blocked. Please inform your course participants about this.

4. How long does it take?

If the literature lists reach us by 15th of February or 15th of August, we can usually guarantee that they will be available by the beginning of the semester. Literature lists or supplements can be sent later; punctual provision cannot then be guaranteed.

5. What happens if the requested media are not in the inventory of the University Library?

As far as printed books are concerned, the University Library will try to procure them after consultation with the subject specialist of the University Library. This service is not possible for all other media not available at the University Library (e.g. journal articles). Please make sure that you place your order as early as possible.

6. How to register and order a digital Semester Apparatus?

Prerequisite is that you are an employee of the OVGU and have a valid membership of the University Library. Please send an informal mail with corresponding literature and page references - see point 1 above - to digitalesemesterapparate@ovgu.de. This should contain the following information:

- a) Name of lecturer, faculty/institute/area, name of course
- b) List of literature: The best thing is to send a WORD file with the information: author, title, edition (if applicable), publisher, year of publication, page number and the library signature of the book.

7. Will I receive the scans or will they be set by the University Library in my Moodle course?

Neither. The University Library has a [course area](#) in Moodle, where the scans (usually as PDF) are set in an access-protected way and for which you will receive a password.

8. Will the conventional Semester Apparatus remain in place?

Yes, this service is still offered and can be set up in parallel with a digital semester apparatus. If more books are required than the permitted volume (see point 1 above), the University Library will 'automatically' create a conventional semester Apparatus.

9. Can the scans (PDF File) also be searched? Yes, the University Library creates text recognized scans.

10. May I have any number of texts made available in a digital Semester Apparatus? Yes, it is currently unlimited.

11. Is it possible to receive scanned literature independently of a digital Semester Apparatus?

The University Library offers the service digital campus delivery service for this purpose and scans printed literature for OVGU scientists in accordance with copyright law. These scans (usually PDF Files) are reserved for personal scientific use only. Please contact digitalelieferdienste@ovgu.de if required.

Info: In this Moodle courses (by UB), the UB will inform about courses for introduction to the library and information literacy.