



## Library Account

By registering with the Central Library of the FH Kiel, you received your personal user ID. Using that, you are able to access your user account via the Central Library's homepage (in the menu under **Benutzerkonto**).

Sign in with your user ID:

. your full user number (on your student ID card above the barcode)

. your personal password.

The default password is your date of birth (ddmmyy).

### Data

This is made up of the address you provided the library with as well as your email address and the date when your membership expires.

To update your personal data, please contact the Central Library directly!

### Loans

General overview of your library account with current due dates. Here you can renew your borrowed media. Please note that media which has been reserved by other users is not renewable.

### Reservations

Displays all your reservations.

Books currently on loan can be reserved via the online catalogue. The moment your media becomes available for collection, you will be notified via email.

Reserved media will be held for pick up for 2 weeks.

### Costs

Overview of incurred fees. These must be paid in cash at the loan desk.

### Password

Change your library account password here.

# Library Services Central Library

### Contact

Fachhochschule Kiel  
Central Library  
Grenzstraße 3  
24149 Kiel  
Phone: 0431 210-4800  
Fax: 0431 210-64800  
Email: [ausleihe.zb@fh-kiel.de](mailto:ausleihe.zb@fh-kiel.de)  
[www.fh-kiel.de/bibliothek](http://www.fh-kiel.de/bibliothek)

### Opening Hours

Monday – Thursday: 09.00 – 19.00  
Friday: 09.00 – 18.00

During summer break the library has reduced opening hours.

Fachhochschule Kiel  
Library of the Faculty of Agriculture  
Grüner Kamp 11  
24783 Osterröfeld  
Phone: 04331 845-144  
Email: [ausleihe.agrar@fh-kiel.de](mailto:ausleihe.agrar@fh-kiel.de)

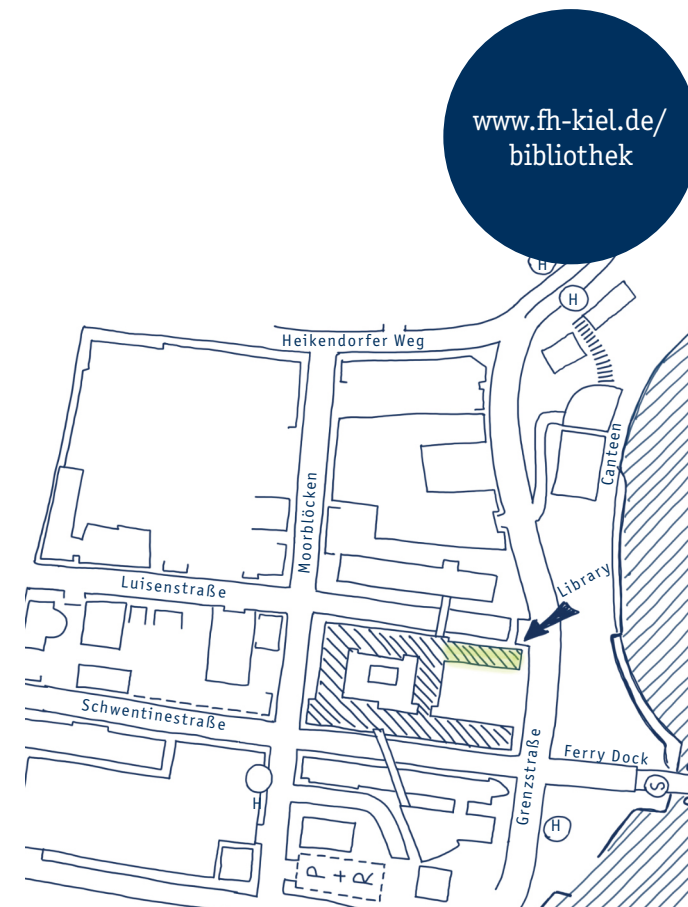
### Opening Hours

Monday – Thursday: 09.00 – 13.00  
Friday: 09.00 – 11.30

Please note that no media can be exchanged between these two branches.

Effective: March 2023

[www.fh-kiel.de/  
bibliothek](http://www.fh-kiel.de/bibliothek)





## Loan and Information Desk

Here the following services are offered:

- . Registration or de-registration with the library
- . Updating personal information
- . of user authorisation
- . Check out and returns
- . Renewals and reservations
- . Payment of fees in cash

### Registration

In order to request and check out media from the Central Library of the Fachhochschule (FH) Kiel, you must register with the library in person or by e-mail.

Please bring the following documents on your first visit:

- . your government-issued ID card with your current address or your passport with official proof of residence or your residence permit
- . your current student ID card

Your student ID card also functions as library card and enables you to check out media.

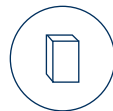
### University students in Schleswig-Holstein

Students at universities in Schleswig-Holstein may register with the library free of charge.

### External users

External users may register with the library for 15 EUR per year (reduced: 5 EUR).

---



## Library Collection

### Media from the open access collection and the closed stacks (incl. Non-Books)

- . may be borrowed for 4 weeks

### Media from the reference section

- . may not be checked out (marked with yellow stripe)
- . journals
- . media from before 1945

### Licensed e-resources

On the FH Kiel campus you may access our licensed databases, e-books and e-journals.

Our licensed e-resources can be used at home via VPN (Virtual Private Network). A detailed tutorial on how to use VPN can be found on the Central Library's homepage.

### Requesting media from the closed stacks

Media from our closed stacks can be requested via the online catalogue.

Requests made from Monday to Friday till 10.00 or 13.00 respectively will each be held for pick up at the Loan Desk one hour later for 2 weeks.

### Renewal

It is possible to renew the current loan period up to 5 times:

- . online via your user account
- . personally at the Loan Desk
- . by phone: + 49 431 210 - 4800

Media which have been reserved by other users may not be renewed.

---



## Search

The Central Library offers different portals for your literature search:

### Online Catalogue

- . contains the library collection incl. current as well as bound journals and e-books
- . media belonging to the Library of the Faculty of Agriculture is marked with "Fachbereich Landbau, Osterrönfeld"

### Discovery System

Searches the library collection, licensed e-resources as well as databases and gives access to full-text articles

### Regional Catalogue

Displays the collections of the libraries and archives in Kiel

### GVK (online catalogue of the Common Library Network-GBV)

Contains further library collections, which are not available in Kiel

---



## Inter-Library Loan

We use the inter-library loan system to procure media that are not available at the University of Applied Sciences and at any other Library in Kiel.

The order process may take up to 2 weeks and costs 1.50 EUR each (articles up to 20 pages).

---