

University Library
Technical University of Munich



More than just a library

Services for TUM Students





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Tip: Ask a librarian!

Need support? Ask our First Level Hotline.

- Phone | 089 189 659 220
- Email | information@ub.tum.de
- Chat | go.tum.de/978612

www.ub.tum.de/en/first-level-hotline



TUM University Library

The University Library consists of nine branch libraries in Munich, Garching, Freising and Straubing. In our libraries you will find a modern and well-equipped learning environment.

We offer a wide range of printed and electronic media. You can order books free of charge from one branch library to another within the TUM and check them out at the branch library of your choice.

www.ub.tum.de/en/branch-libraries



Branch Library
Chemistry



Branch Library
Mechanical Engineering



Branch Library
Mathematics & Informatics



Branch Library
Medicine



Branch Library
Physics



Branch Library
Sport & Health Sciences



Branch Library
Straubing



Branch Library
Weihenstephan



Branch Library
Main Campus

Your Access Pass

The services of the University Library are generally free of charge – whether borrowing, scanning, studying in the reading rooms or using e-books, e-journals, learning platforms or campus licences. Your access pass is the TUM StudentCard.

First Steps

1. Please activate your TUM StudentCard for library use in TUMonline under *Services > University Library*.
2. Log in to the Online Catalogue (OPAC) and set your individual password (max. 12 digits). For your first login, please use the library number (barcode number on the back of your TUM StudentCard) and the standard password (your birthday and month in the form DDMM).

www.ub.tum.de/en/library-card

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Tip: Get to know the library!

Visit our guided tours at the beginning of the semester or our year-round after work library tours in the evening.

www.ub.tum.de/en/library-tours

Library Number and TUM ID

With your library number you can:

- order and reserve books in the OPAC
- check your OPAC account and see what you have borrowed and for how long
- order books and articles via interlibrary loan
- order scans of articles and book chapters via dokumentTUM

With your TUM ID you can among other things:

- access our e-books, e-journals and databases via eAccess – whether on campus, at home or on the move
- log in to the e-learning platform TUM-Moodle
- use wireless LAN via eduroam at the branch libraries and on campus
- log in to desktop computers at the library
- download the reference management programs Citavi or EndNote for free

www.ub.tum.de/en/logins

Learning Space

For many students, the library is a favoured place of learning and a popular meeting place at the campus. We offer you more than 1,800 reading places. For teamwork, there are group study rooms available. If you prefer to study undisturbed, you can reserve individual study rooms (carrels).



Wireless LAN is available to TUM students in all branch libraries via eduroam (www.it.tum.de/en/eduroam).

www.ub.tum.de/en/facilities

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Tip: Break times in the library

If you are lucky enough to secure a study space, make sure that you are not absent for more than 60 minutes – otherwise the place will be considered vacant and reassigned.

www.ub.tum.de/en/house-rules



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Tip: No place in your favourite library?

During exam periods, study space in some branch libraries is in high demand. In others, places are easier available – discover those and alternative study areas at TUM.

www.tum.de/en/studies/learning/study-areas

Textbook Collections

Core study literature can be found in our textbook collections. We purchase books in multiple copies – there are in some cases up to 130 copies of an individual title. With a loan period of four weeks and up to five renewals, you can borrow these books for an exceptionally long period of time.

www.ub.tum.de/en/textbook-collections

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Tip: All textbooks on loan?

Your exams are looming and all copies of the textbook that you need to prepare are on loan? Then use our e-books or reference copies, which we offer for every textbook title. You can study online or at the reading room with those books.

www.ub.tum.de/en/opac

Course Reserves

Recommended literature, scripts and learning materials for individual courses can be found in course reserves. Your lecturers can set up such compilations and the library will put together the requested material. You can find course reserves in our branch libraries on specially marked shelves or on the e-learning platform Moodle included in your courses.

www.ub.tum.de/en/course-reserves





TUM Speaker's Corner

Prepare yourself for your next presentation at the TUM Speaker's Corner. This special practice room in the Branch Library Main Campus is equipped with cameras, loudspeakers, microphones, touch display and visualizer. You can record your presentation and analyse your appeal to the audience. Along the way you exercise the handling of presentation equipment.

TUM students can reserve the room at the circulation desk of the Branch Library Main Campus.

www.ub.tum.de/en/tumspeakerscorner



Equipment

- lectern
- six seats for auditorium
- 86-inch touch display
- visualizer
- gooseneck, hand, or headset microphone
- loudspeakers
- two fixed and separately controllable video cameras
- spotlights
- recorder with SD cards (available at the circulation desk)



Key Figures

2 million library items in total
200,000 e-books
70,000 e-journals
1,600 printed journals
100,000 textbooks
2,700 databases

Our Collections

The TUM University Library holds two million items. We place special emphasis on e-books and e-journals, which you can access 24/7, whether on campus, at home or on the move.

Printed journals, newspapers and books are freely accessible in our branch libraries – for loan or studying on-site. In addition, you can also order books to the branch library of your choice via our Online Catalogue (OPAC).

www.ub.tum.de/en/borrowing-ordering



E-Books

The University Library has more than 200,000 e-books. You will find our entire collection in the OPAC. You can see whether a title is available as an e-book by the blue „Read online“ button.

To read our access-protected e-books, please log in with your TUM ID via eAccess.

www.ub.tum.de/en/ebooks

E-Journals

We provide over 70,000 scientific journals. You can find our e-journals in the Electronic Journals Library (EZB) or in the OPAC. To read access-protected articles in full text, please log in with your TUM ID via eAccess.

www.ub.tum.de/en/ejournals

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Tip: eAccess – e-media remote access

Most of our e-media are access-protected. You must authenticate yourself as a TUM member before you can access full texts free of charge. The easiest way to do this is via eAccess: Log in with your TUM ID, then follow the links to our e-books, e-journals, or databases.

www.ub.tum.de/en/eaccess

Search Portals and Databases

The University Library offers over 2,700 databases, search portals and learning platforms in which you can find scientific papers, statistics, company data, articles from journals, newspapers, conference proceedings and much more.

- **Web of Science** and **Scopus** are among the most wide-ranging scientific databases. Here you will find articles and literature references on the current state of research.
- **Legal portals, company and fact databases** are comprehensive sources for corporate and financial information, industry data, country reports, press articles, news content, statistical data and legal information such as legislation or court rulings. Our portfolio includes Nexis, Juris, Beck-online, Statista, OECKL-Online, Hoppenstedt, WISO, or Business Source Complete.
- **Nautos**, our standards portal, gives you full text access to all current and historic DIN standards as well as current VDI guidelines and ISO standards.

For access information and a comprehensive overview of all our databases please visit:

www.ub.tum.de/en/databases



Search Strategies – How To Find Literature?

It is not always easy to find your way around the University Library's extensive range of media and the diversity of digital information. A good search strategy and informed selection of resources will make the difference.

How do I find a specific book?

Search for the title in the OPAC. Here you will find all items available at the University Library – both printed and electronic.

www.ub.tum.de/en/opac

How do I find a specific article?

If you are looking for individual articles from journals, newspapers or conference proceedings, you can also use the OPAC for this purpose. Simply click on the OPACplus tab in the results list.

www.ub.tum.de/en/opac

How do I find information on my topic?

The OPAC and OPACplus are both a good starting point for your literature search. However, for a more detailed search strategy we recommend specialist databases. An overview of databases and search portals for different subject areas is available at:

www.ub.tum.de/en/databases

Tip: Browsing by topic

The University Library arranges books on the shelves and in the OPAC according to subject areas. For this purpose, we use the TUM classification system.

It contains 52 main classes, marked by subject area abbreviations, such as ARC for Architecture, DAT for Computer Science or WIR for Economics.

Within each main class there are up to 999 subject fields, which are encoded with three-digit numbers, e.g. ARC 358 = zero energy houses, WIR 203 = foreign trade theory or DAT 580 = coding theory.

This combination of letters and numbers is called notation or classification number.

You can use the classification for your literature search:

- **Browse the shelves:** Once you have found any book on the subject, just look at other items grouped in the same shelf.
- **Search with notations:** Select a subject in the classification system, then choose a branch library and click on the link „Search OPAC“ next to the individual classification number.

www.ub.tum.de/en/tum-classification-subjects

Tip: Recommend literature for purchase

Haven't found what you were looking for despite our wide range of media? Is the latest textbook not yet in our collection? Are you missing an important reference book on your particular subject? Recommend it to us for purchase.

www.ub.tum.de/en/recommendation

Borrowing and Ordering

· at the branch libraries

You can borrow and return books in all branch libraries during opening hours. If books are located in another branch library or in the closed access collection, order them via OPAC to the branch library of your choice and collect them there.

Ordered items are usually available for collection after 1–3 working days and are on hold for ten days. An exception is the Branch Library Straubing, where ordered books are available after five working days.

www.ub.tum.de/en/loan-services

nicht ausleihbar
Books with these labels belong to the reference collection and cannot be borrowed. However, short-term loan* is possible.

nicht ausleihbar entlehbare Ex. in der Lehrbuchsammlung
Books with these labels are reference copies and cannot be borrowed. However, further borrowable copies are available in the textbook collection.

[Blue Box]
Books with these labels belong to the restricted-loan collection and can only be borrowed by TUM staff members. Short-term loan* is possible for other library users.

	Loan Collection	Textbook Collection	Restricted Loan Collection	Reference Collection
Loan Period	4 weeks	4 weeks	only short-term loan*	only short-term loan*
Renewals	+ 2 × 4 weeks	+ 5 × 4 weeks	no renewals	no renewals

* Short term loan: two hours before library closing until two hours after the opening on the next day.

- online

If you want to read e-journals or e-books, log in with your TUM ID via eAccess.

www.ub.tum.de/en/eaccess

- via in-house scan service

Do you need scientific papers or articles but cannot come to the library yourself? Then we scan documents for you free of charge. Order book chapters or articles from our collections via dokumenTUM – which you can find in the OPAC for each individual title in the „Order“ tab.

www.ub.tum.de/en/dokumentum

- via interlibrary loan

You can order books from libraries in other cities via national or international interlibrary loan. This is possible for both printed and selected electronic media.

www.ub.tum.de/en/interlibrary-loan

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Tip: Scan and read at home

By the way, if you want to consult articles or books off campus, scan them free of charge on our book scanners and save them on your USB stick. Please observe the provisions of current copyright law.

www.ub.tum.de/en/scanning

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Tip: Keep tabs on your loan periods

Have you lost track of your loan periods? Not sure which books you ordered, reserved or borrowed? One look at your library account in the OPAC and you will have a complete overview. Log in with your library number.

www.ub.tum.de/en/library-account

Courses and Training

In our classroom courses, webinars and e-courses we show you how to search literature efficiently, access e-media or select the right search platform.

Course: Literature Research 1 – Tools for Studying

This course is all about literature search basics. We show you how to access our online media free of charge and introduce you to library services that support you in your everyday academic life from day one.

www.ub.tum.de/en/course/literature-research-1

Course: Literature Research 2 – Search Strategies for Seminar Papers and Theses

The focus of this course is on detailed search in scientific databases. We show you how to develop efficient research strategies and how to find specialist literature and articles. You will also learn how to proceed from literature lists to full texts.

www.ub.tum.de/en/course/literature-research-2

All Courses at a Glance

Our complete training programme with dates and registration can be found at:

www.ub.tum.de/en/courses

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Tip: Fit for your studies and your thesis

There are various academic support services at TUM. Besides the University Library, the Center for Study and Teaching and ProLehre offer courses on study techniques as well as helpful tips and advice for your final thesis.

www.tum.de/en/studies/graduation/theses/tips-and-tricks

www.prolehre.tum.de/en/prolehre/studyskills

Reference Management and Citation

Citavi and EndNote

For your seminar papers or thesis, you will need to search literature on your topic extensively. Reference management programs help you to keep track and create references and bibliographies. We offer free download for the programs Citavi and EndNote and provide you useful tips in our introductory and advanced courses.

www.ub.tum.de/en/reference-management

Cite it right

We also help you to cite correctly: You will find answers to basic questions in the TUM Citation Guide. In our Cite It Right course we will teach you how to avoid unintended plagiarism. In addition, we will also advise you individually: Make an appointment for our consultation service.

www.ub.tum.de/en/citing

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Tip: Quick help through e-tutorials

No time to attend an entire course? Need to learn about a special topic quickly? Or do you want instant help retrieving literature? Our e-tutorials and e-courses might be the solution you are looking for.

www.ub.tum.de/en/etutorials

Tip: Courses & Consultations

Benefit from our wide range of training and consultation services: We support you with courses on literature research, Citavi, EndNote, citation and much more. In our consultation sessions, we advise you on individual questions.

www.ub.tum.de/en/courses

Contact

Technical University of Munich
University Library
Arcisstrasse 21
80333 Munich

First Level Hotline

Mon – Fri 8.00 a.m. – 6.00 p.m.

Phone | 089 189 659 220

Email | information@ub.tum.de

Chat | go.tum.de/978612

www.ub.tum.de/first-level-hotline

  @tum.library