

Library & Media Center

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1. Scientific libraries in Darmstadt and the surrounding area

As a student you often have to refer to books and other resources/media from the library. In addition to the library of the Darmstadt University of Applied Sciences, you can also make use of the University and State Library of the State of Hessen, located in Darmstadt and the German National Library in Frankfurt.

We have summarised all the key contact data and website links of these libraries for you. In the second section you can also find further information about using the h_da library.

1.1 The h_da libraries

The libraries of h_da are spread across several locations, which are affiliated to the sites of specialist faculties. The central location is on the main campus on Schöfferstraße in Darmstadt. The following link takes you to the website of the library of h_da: <https://bib.h-da.de/>

You can find the opening hours and further information about the sites at the following link: <https://bib.h-da.de/ueber-uns/standorte-und-oeffnungszeiten/>

1.2 Central library

Schöfferstraße 8, 64295 Darmstadt, HDA Building D10, 1st floor

Telephone: +49 6151 16-38781

Email: info.bib@h-da.de

<https://bib.h-da.de/>

In addition to the lending of media, the central library also has learning rooms (for individual and group work), which can be used by students.

1.3 Library Dieburg

Max-Planck-Straße 2, 64807 Dieburg, HDA Building F25

Telephone: +49 6151 16-39369

1.4 Branch library for Social Education

Adelungstraße 51, 64283 Darmstadt, HDA Building E10, Room 10

Telephone: +49 6151 16-38696

1.5 Branch library for Design

Olbrichweg 10, 64287 Darmstadt, HDA Building E1, Room o.12N

Telephone: +49 6151 16-38334

1.6 The University and State Library [Universitäts- und Landesbibliothek, ULB]

Magdalenenstraße 8, 64289 Darmstadt

Telephone - Office: +49 6151 16-76200

Telephone - Service and Information: +49 6151 16-76210

Website: <https://www.ulb.tu-darmstadt.de/service/start/index.de.jsp>

Link to the contact form: https://www.ulb.tu-darmstadt.de/kontakt/kontaktformular/info_at_formular.de.jsp

As a student you can have a free account set up and a free ULB card issued. Further information about applying for registration can be found at the following link:

https://www.ulb.tu-darmstadt.de/service/bibliotheksausweis_1/bibliotheksausweis/ulb_anmeldung.de.jsp

The University and State Library also has libraries at different locations, like the h_da library. At the following link you can find all the sites of the ULB as well as details about arrival and parking: https://www.ulb.tu-darmstadt.de/kontakt/lage/orientierung_1.de.jsp

1.7 The German National Library [Deutsche Nationalbibliothek, DNB]

Adickesallee 1, 60322 Frankfurt am Main

Telephone: + 49 69 1525-0

Email: info-f@dnb.de

Homepage: https://www.dnb.de/DE/Home/home_node.html

As a student you can have a free DNB (German National Library) account set up. At the following link you can find all the services available to you free of charge, as soon as you have created a user account: <https://portal.dnb.de/myAccount/info.htm>. You can find the registration form [here](#).

The German National Library has two locations. One is in Frankfurt am Main, as stated above, and therefore close to the Darmstadt University of Applied Sciences. The second location is in Leipzig. Further information about the locations and the German National Library can be found at this link: https://www.dnb.de/DE/Ueber-uns/ueberUns_node.html.

2. Important Information on using the Library

2.1 Library ID and library account

The library of the Darmstadt University of Applied Sciences is open to all h_da members as well as to anyone who is interested in using it. Holders of a Campus Card will be able to have it activated to function as a library card, while all other users will receive a separate library card. Once your ID has been activated, you will automatically receive an online library account.

You can find all information about the creation, management and cancellation of your library card and your library account here: <https://bib.h-da.de/services/unsere-services/anmeldung-ausweis-konto/>

2.2 Borrowing media

You can borrow all media available using your library card. The amount of media which each user can borrow is limited. The amount of time an article can be borrowed is also limited. Students who are writing their thesis can apply for a special borrowing period to take out the media they require for a longer timeframe. If an article you wish to borrow has already been taken out, you can reserve it.

You can find more precise information about borrowing, the loan period, special loan periods and reservations at the library, as well as the application forms for special loan periods and reserving an article here: <https://bib.h-da.de/services/unsere-services/ausleihe-leihfristen-vormerkung/>

2.3 Ordering media from one location to another

Media can be ordered from one location to another. To do so, you just have to fill out an online form of the library. Ordering an article from one location to another requires a valid library card.

You can find the form and further information here: <https://bib.h-da.de/services/unsere-services/bestellung-zwischen-standorten/>

2.4 Online media & remote access

The library of the Darmstadt University of Applied Sciences also has online media in addition to printed media. This covers electronic magazine, databases, eBooks and national licences. Further information about online media and access to it can be found via the following link: <https://bib.h-da.de/recherche/e-medien/>

As a user, you are able to access the digital information resources of the University library online. The University library recommends two ways of access, either via the authentication service Shibboleth or via a proxy server. Information about remote access and specific instructions for both forms of access can be found via the following link: <https://bib.h-da.de/recherche/e-medien/fernzugriff/>. If you have any questions on that, please do not hesitate to contact the library staff.

2.5 National research & inter-library loans

You can search the library resources of several libraries for a particular article using various databases or catalogues. If you have a ULB (University and State Library) user account, you can obtain these articles at a reasonable price as an inter-library loan. In general, it is also possible to use a document delivery service, although this is more expensive. An overview of the most important catalogues and notes on inter-library loans can be found via the following link: <https://bib.h-da.de/recherche/ueberregionale-recherche/>.

2.6 Extension of the loan period

Borrowed media can be extended, if the article has not already been reserved by another user. The loan period can be extended on site, by phone, by email or via an online account.

Further information about the extension of the loan period can be found via the following link: <https://bib.h-da.de/services/unsere-services/verlaengerung-mahnung-rueckgabe/>

2.7 Returning articles

All borrowed media must be returned or extended within the loan period. The media should be returned to the location it was borrowed from. To return media outside of the library's opening hours there is a returns container by the entrance of all locations.

2.8 Overdue fines & borrowing blocks

If you do not manage to return one or more borrowed articles on time, you will be charged overdue fines. If an article is not returned after several reminders, or if reminders are sent for several articles at once, you will not be allowed to borrow any more articles until you return the article in question.

2.9 Loss or damage of borrowed articles

If you have lost or damaged one of the articles you have borrowed, you are obliged to provide a replacement or compensation. In this case, please contact the library staff so that the further procedure can be discussed in detail with you.

Further information about the issues of returning media, overdue fines and the loss or damage or borrowed media can be found via the following link: <https://bib.h-da.de/services/unsere-services/verlaengerung-mahnung-rueckgabe/>

2.10 Scanning, printing and photocopying

Once you have a valid library card, you can use the scanning, printing and photocopying facilities at the library.

You can see what equipment is available at which location, information about the prices and further information under the following link: <https://bib.h-da.de/services/unsere-services/scannen-drucken-kopieren/>