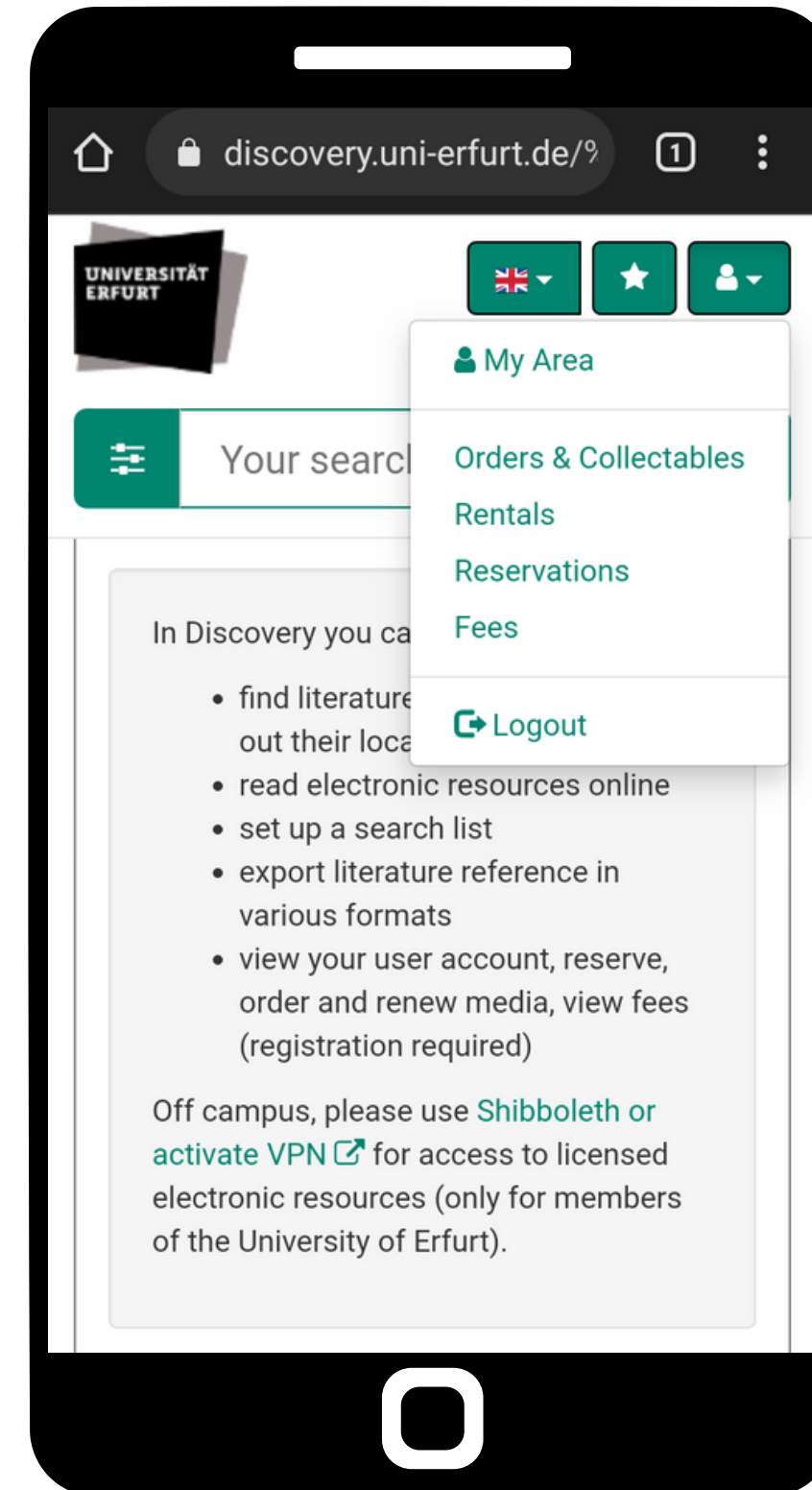


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# Library account

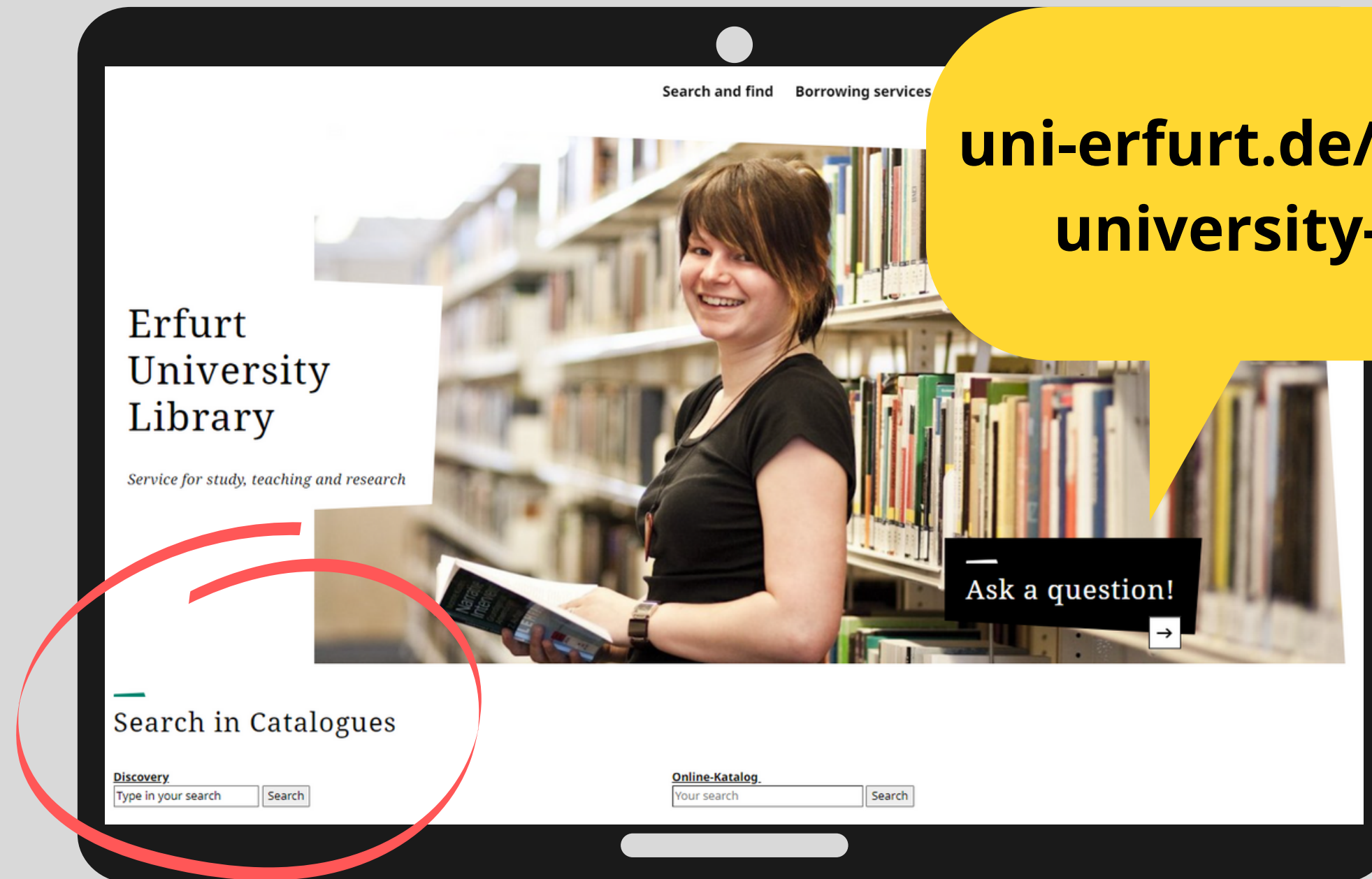


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## Library account

# Access to the library account



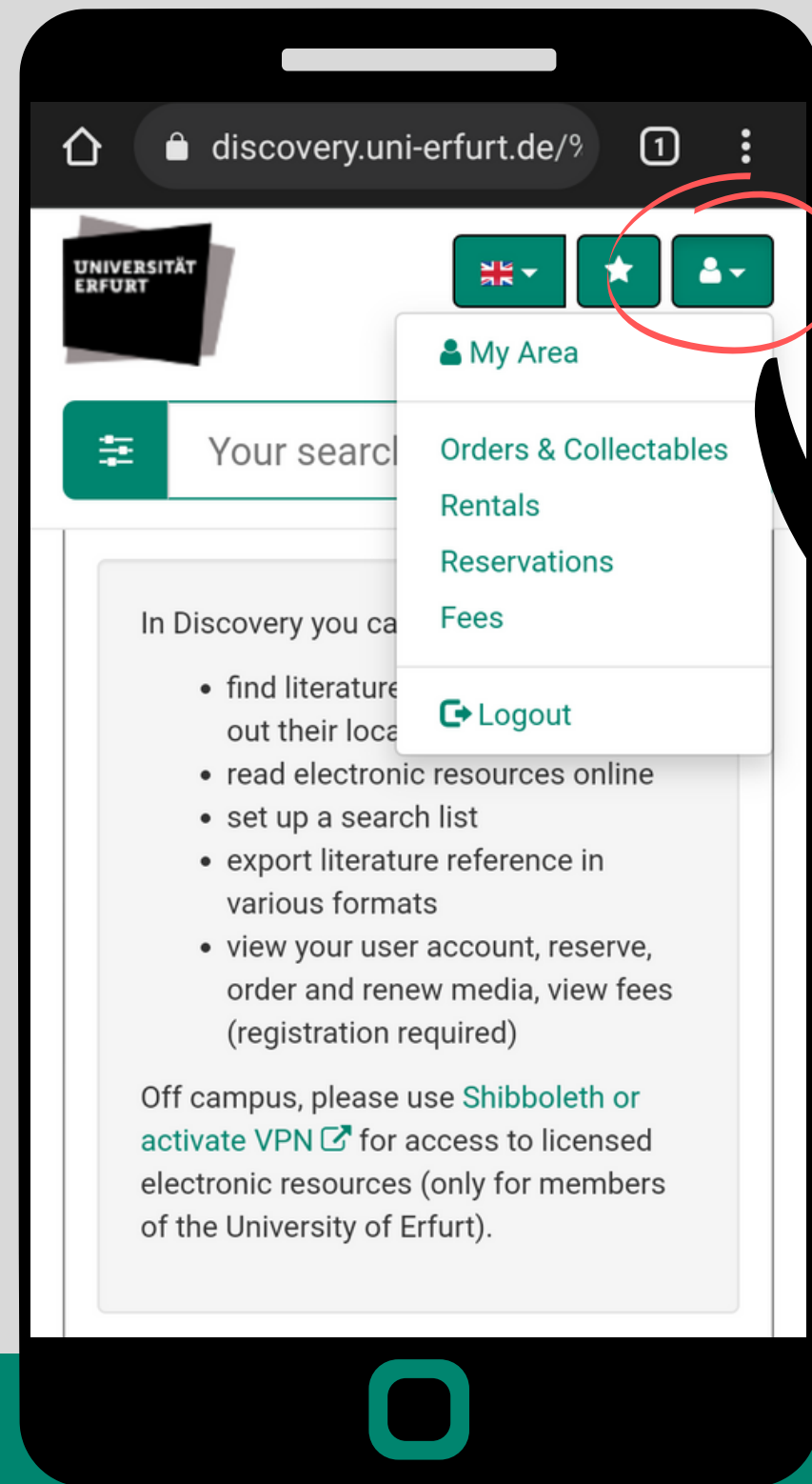
**uni-erfurt.de/en/erfurt-  
university-library**

After registration at the library, a library account (= user account) is automatically set up for you. You can access your library account **via the library catalogues.**

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## Library account



## Login

A login form titled 'Login Discovery' with a close button (X) in the top right corner. The form contains two input fields: 'User number' with the placeholder text 'USER NUMBER' and 'Password' with the placeholder text 'Password'. At the bottom right, there are two buttons: 'Cancel' with a back arrow icon and 'Login' with a right arrow icon.

**User number** = number on thoska or library card (0547...)

**Password** = date of birth in the form DDMMYY

## Library account

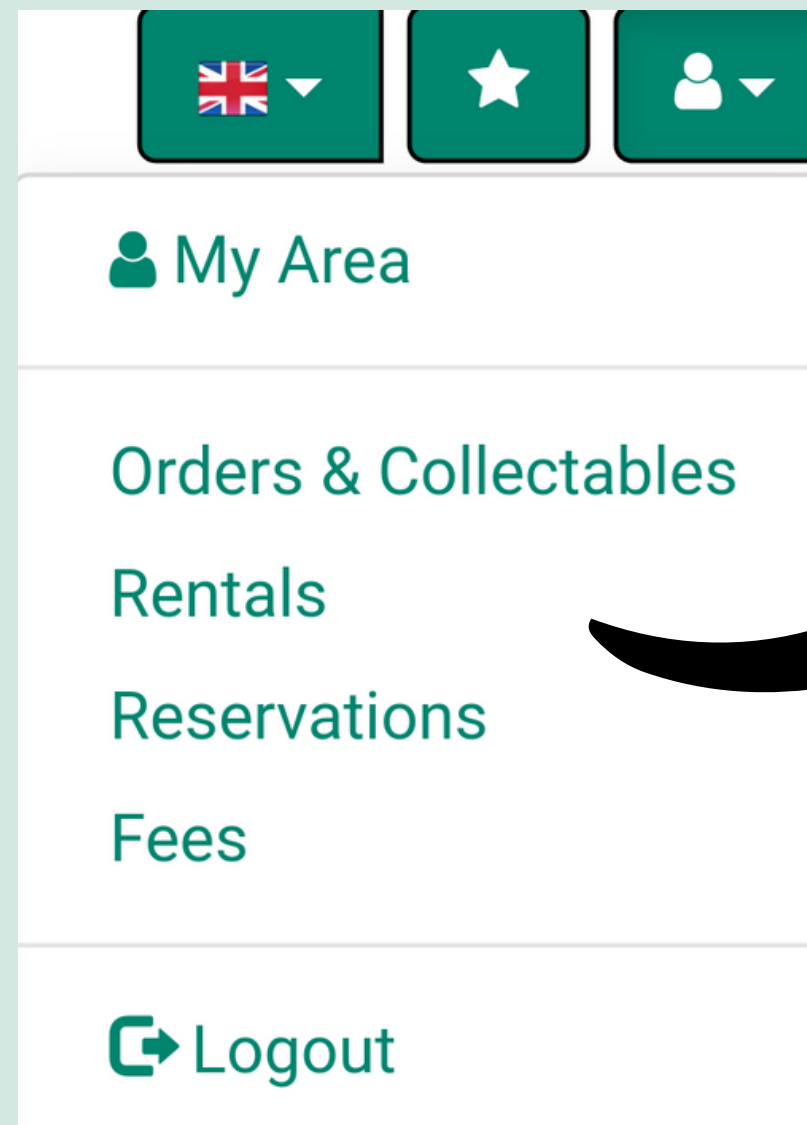
# My Area - various features



**Collectable orders  
and  
reservations**

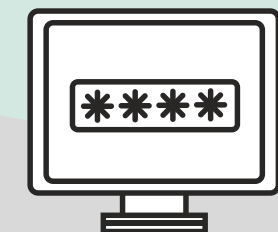


**Checking  
outstanding  
fees**



**Possibility of  
renewals**

**Possibility to  
change the password**



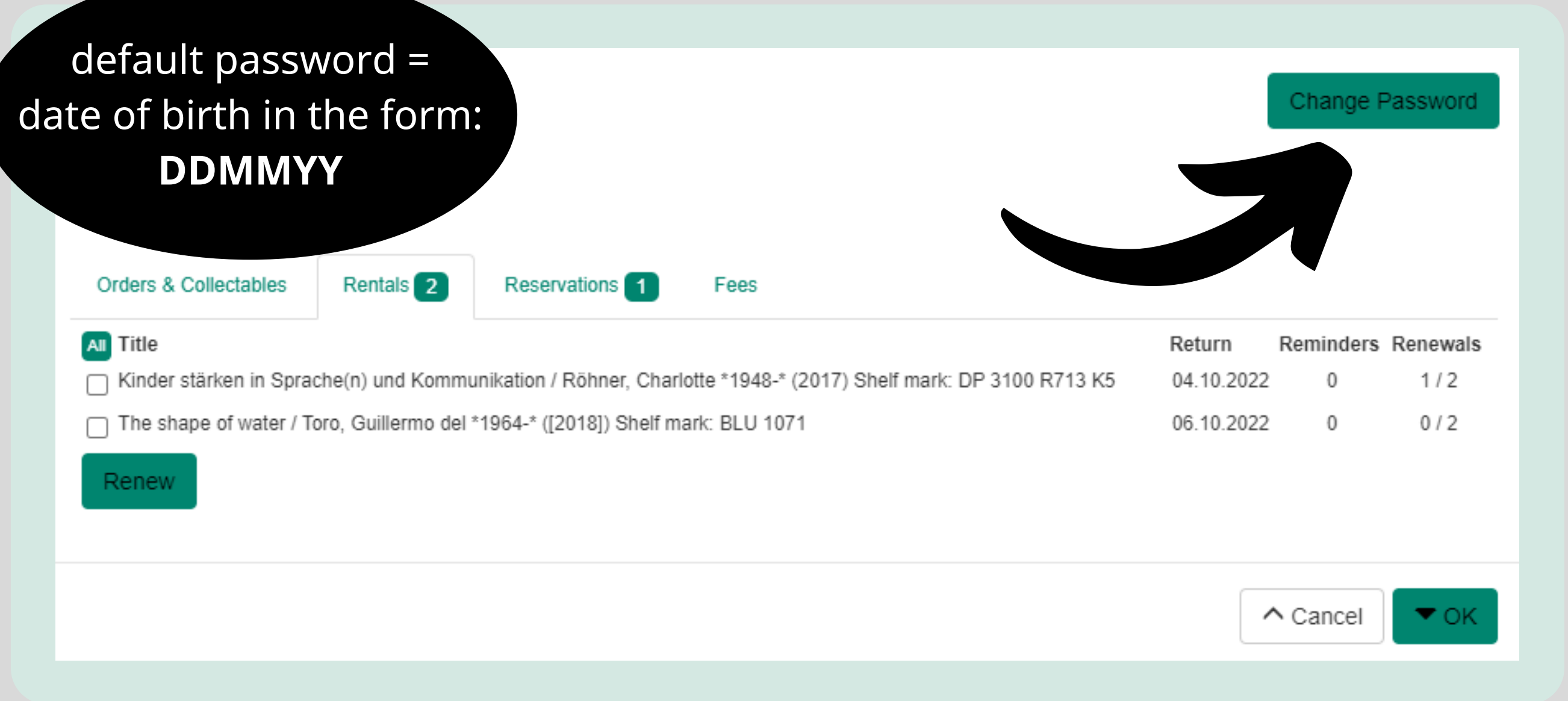
You can check your library account by yourself.  
You can renew your books at "**Rentals**".

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## Library account

default password =  
date of birth in the form:  
**DDMMYY**



The screenshot shows a library account dashboard. At the top right, there is a green button labeled 'Change Password'. A large black arrow points from the text 'default password = date of birth in the form: DDMMYY' to this button. Below the button, there are tabs for 'Orders & Collectables', 'Rentals 2', 'Reservations 1', and 'Fees'. The 'Rentals' tab is active. Below the tabs, there is a table with columns: 'All', 'Title', 'Return', 'Reminders', and 'Renewals'. The table contains two rows of rental data. Below the table, there is a green 'Renew' button. At the bottom right, there are 'Cancel' and 'OK' buttons.

All	Title	Return	Reminders	Renewals
<input type="checkbox"/>	Kinder stärken in Sprache(n) und Kommunikation / Röhner, Charlotte *1948-* (2017) Shelf mark: DP 3100 R713 K5	04.10.2022	0	1 / 2
<input type="checkbox"/>	The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071	06.10.2022	0	0 / 2

You can change your password in the library account as well, which should be **at least 4 digits long**. If you forgot your password, feel free to contact the service desk on library's ground floor.

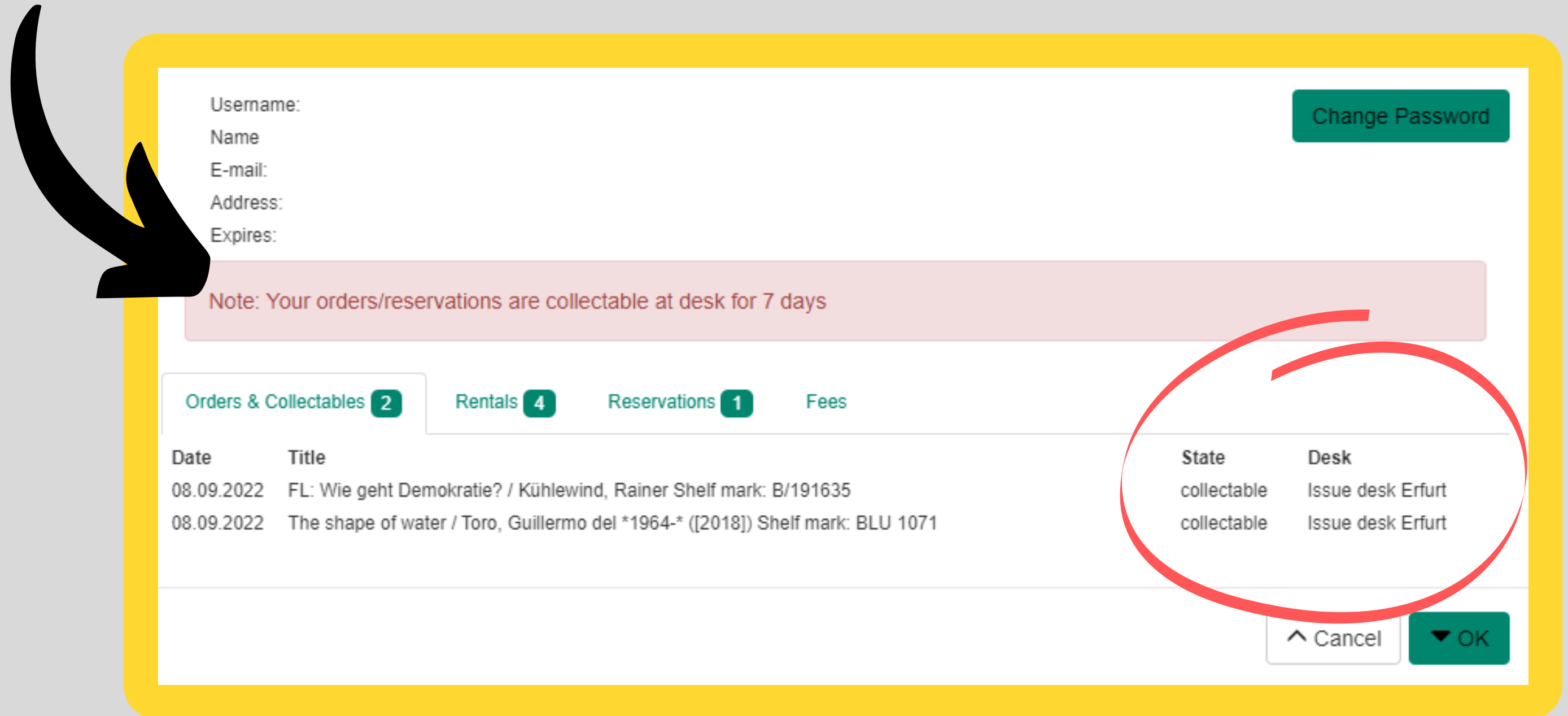


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## Library account

# Orders & Collectables



The screenshot shows a library account page. A large black arrow points from the 'Library account' text to the 'Username:' field. A red oval highlights the 'State' and 'Desk' columns of the table. The table lists two collectable books. A 'Change Password' button is in the top right, and 'Cancel' and 'OK' buttons are at the bottom right.

Username:  
Name  
E-mail:  
Address:  
Expires:

Change Password

Note: Your orders/reservations are collectable at desk for 7 days

Orders & Collectables 2   Rentals 4   Reservations 1   Fees

Date	Title	State	Desk
08.09.2022	FL: Wie geht Demokratie? / Kühlewind, Rainer Shelf mark: B/191635	collectable	Issue desk Erfurt
08.09.2022	The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071	collectable	Issue desk Erfurt

^ Cancel   ▼ OK

Collectable books from the closed stacks or the Gotha Research Library will appear in your library account with the **status "collectable"**.

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## Library account

For collectable books  
from the closed stacks  
or the Gotha Research Library  
you will not receive  
an additional e-mail.



For interlibrary loans and  
reservations you receive  
an additional notification  
by e-mail.

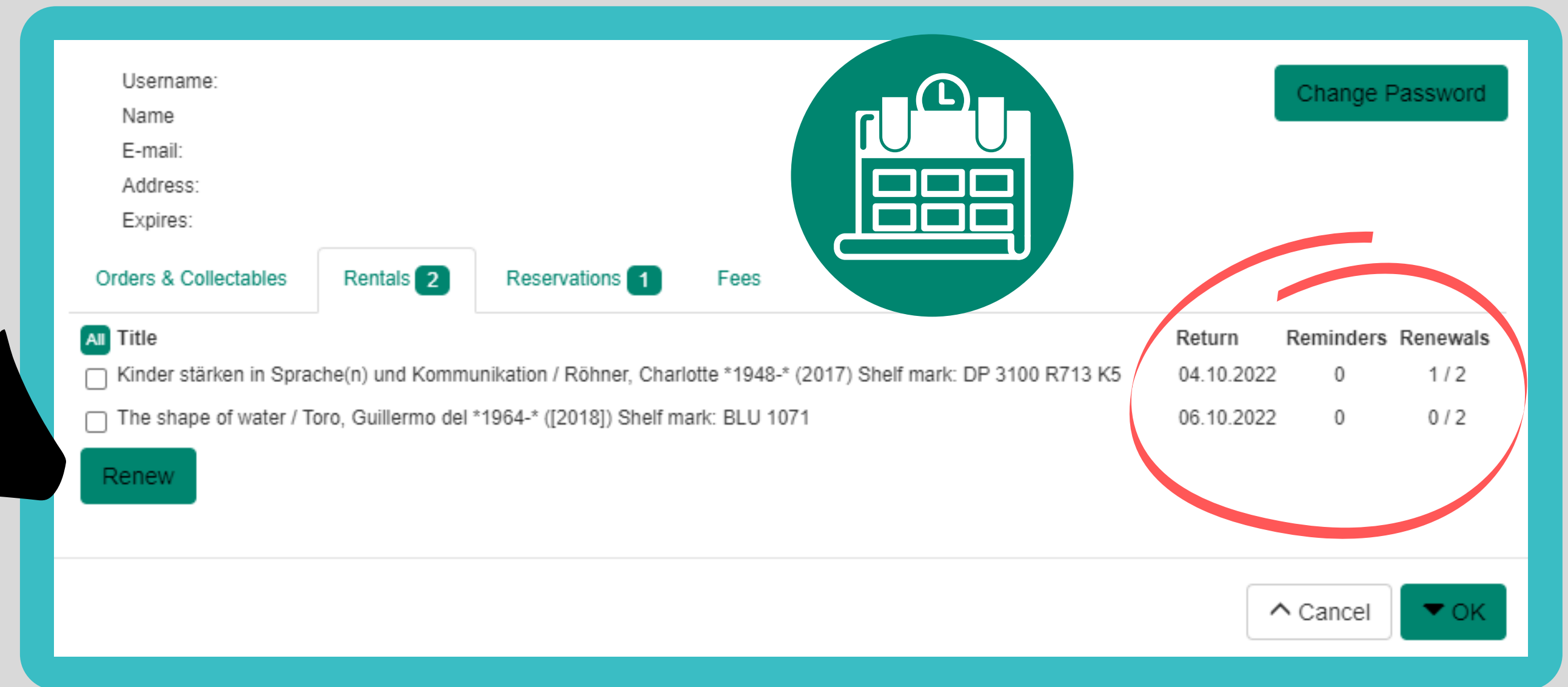
**Please note:** You will not be additionally informed about all order  
activities by e-mail.

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## Library account

# Rentals



Username:  
Name  
E-mail:  
Address:  
Expires:

[Change Password](#)

[Orders & Collectables](#) **Rentals 2** [Reservations 1](#) [Fees](#)

**All** Title

- ☐ Kinder stärken in Sprache(n) und Kommunikation / Röhner, Charlotte \*1948-\* (2017) Shelf mark: DP 3100 R713 K5
- ☐ The shape of water / Toro, Guillermo del \*1964-\* ([2018]) Shelf mark: BLU 1071

[Renew](#)

Return	Reminders	Renewals
04.10.2022	0	1 / 2
06.10.2022	0	0 / 2

[^ Cancel](#) [▼ OK](#)

Under the tab "Rentals" you check your loan periods.  
The **loan period can be renewed twice**, if the item has not been reserved by another person.



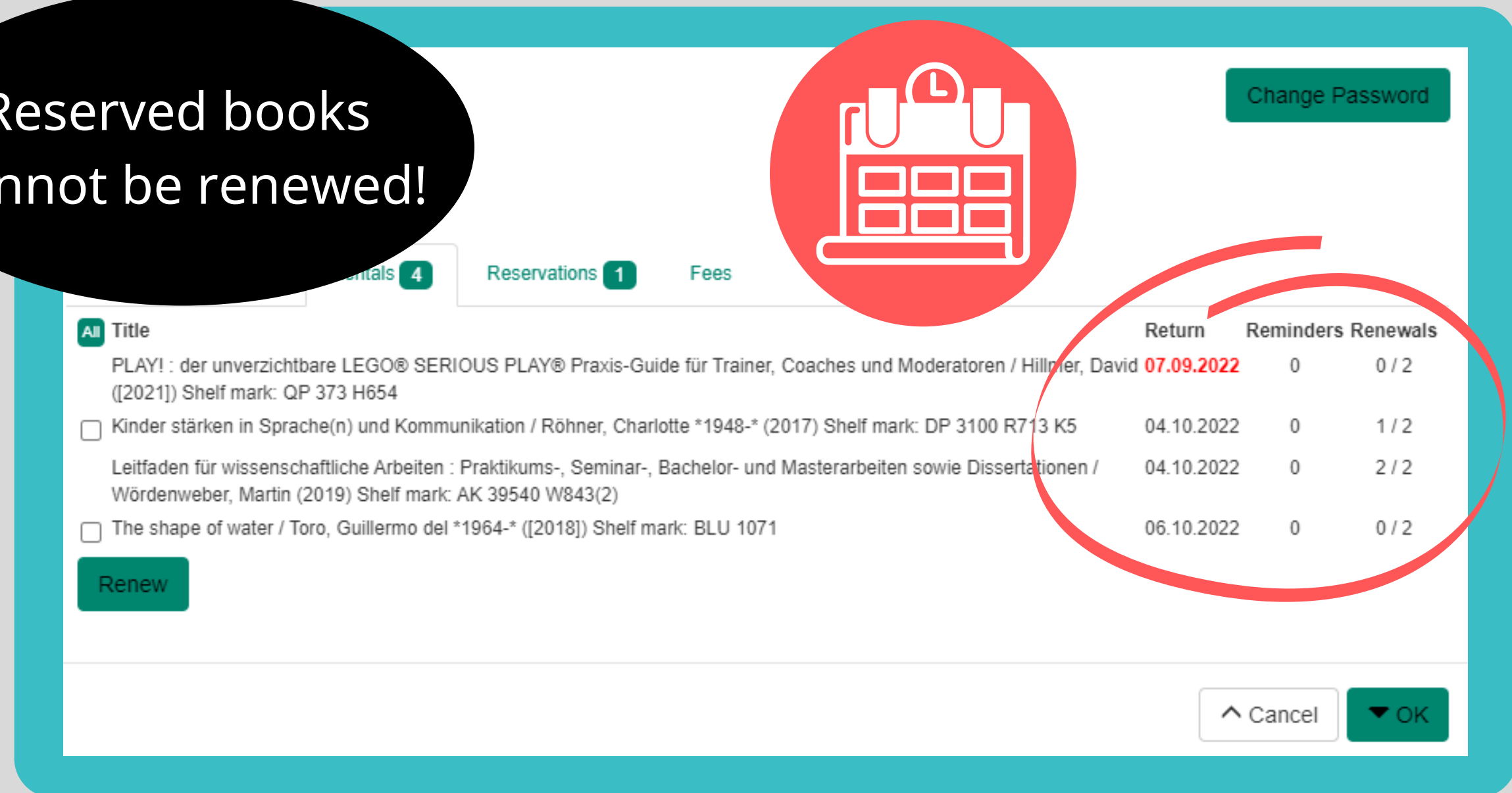
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## Library account

Reserved books  
cannot be renewed!

# When is a renewal not possible



Change Password

Reservations 1

All	Title	Return	Reminders	Renewals
<input type="checkbox"/>	PLAY! : der unverzichtbare LEGO® SERIOUS PLAY® Praxis-Guide für Trainer, Coaches und Moderatoren / Hillmer, David ([2021]) Shelf mark: QP 373 H654	07.09.2022	0	0 / 2
<input type="checkbox"/>	Kinder stärken in Sprache(n) und Kommunikation / Röhner, Charlotte *1948-* (2017) Shelf mark: DP 3100 R713 K5	04.10.2022	0	1 / 2
<input type="checkbox"/>	Leitfaden für wissenschaftliche Arbeiten : Praktikums-, Seminar-, Bachelor- und Masterarbeiten sowie Dissertationen / Wördenweber, Martin (2019) Shelf mark: AK 39540 W843(2)	04.10.2022	0	2 / 2
<input type="checkbox"/>	The shape of water / Toro, Guillermo del *1964-* ([2018]) Shelf mark: BLU 1071	06.10.2022	0	0 / 2

Renew

Cancel OK

In the example above, one book has **already been renewed twice** (=2/2) and another was **not delivered in time** (marked red).  
So a further renewal is not possible.

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## Library account

# Reservations



Change Password

Orders & Collectables Rentals **4** Reservations **1** Fees

Date	Title
06.09.2022	Necropolitics / Mbembe, Achille *1957-* (2019) Shelf mark: MK 2700 C793

Cancel

^ Cancel ▼ OK

As soon as the reserved book is ready for collection, you will receive an **notification by e-mail**.

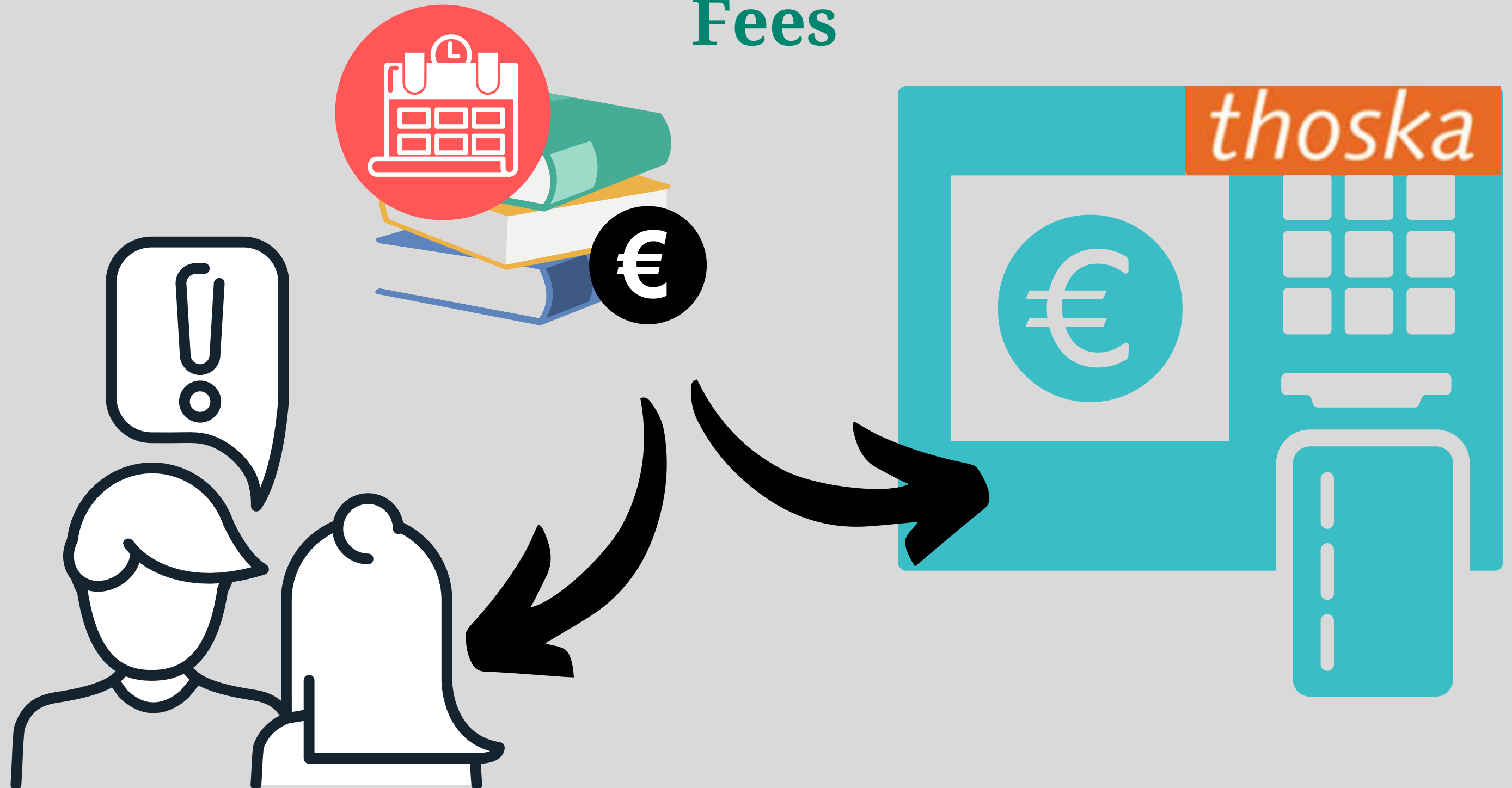
Here you could cancel your reservations as well.

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Library account

Fees



Overdue fees are charged if items (books from the university library and interlibrary loans) are not returned in time. Please pay fees at **the self-service payment machines or in cash at the service desk.**



## Library account

## Lending period

Sun	Mon	Tue	<u>Wed</u>	Thu	<u>Fri</u>	<u>Sat</u>
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Borrowable media can be taken home for **28 days** and **renewed up to two times** if needed.

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**Library account**

# Fees for overdue books

**1st overdue notice**

= € 1,50 per book

**10 days**

**2nd overdue notice**

= additionally € 2,50 per book

**10 days**

**3rd overdue notice**

= additionally € 4 per book

Before the second or third overdue notice is sent, there is a **period of ten days within** which items can be returned or renewed at the service desk.



## Library account

# Check list

- ✓ You can access your library account via the library catalogues: **[uni-erfurt.de/en/erfurt-university-library](https://uni-erfurt.de/en/erfurt-university-library)**
- ✓ You can check your library account by yourself and can renew your books twice.
- ✓ You will not be additionally informed about all order activities by e-mail. You can check it in your library account.
- ✓ Borrowable media can be taken home for 28 days.
- ✓ Overdue fees are charged if items are not returned in time, from the very next day. So please check your loan periods regularly.



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## Library account

# For further information



Search and find **1** →

Borrowing services ↓

**2** New users ↓

Erstsemester

Registration

Library card: thoska

Notifications by e-mail

Library account

[uni-erfurt.de/en/erfurt-university-library](https://uni-erfurt.de/en/erfurt-university-library)



We are here to help.

Mon - Fri at the service desk

0361 - 737 5800

[information.ub@uni-erfurt.de](mailto:information.ub@uni-erfurt.de)

[uni-erfurt.de/en/erfurt-university-library](https://uni-erfurt.de/en/erfurt-university-library)

