



University of Stuttgart  
Library

## Contact

### University of Stuttgart | Library

P.O. Box 104941  
70043 Stuttgart

### City (Downtown) Branch

Holzgartenstr. 16  
70174 Stuttgart  
Tel.: 0711 685-82224 (Circulation Desk)  
Tel.: 0711 685-82273 (Information Desk)  
Fax: 0711 685-83536  
Circulation Desk:  
leihstelle@ub.uni-stuttgart.de

### Vaihingen

Pfaffenwaldring 55  
70569 Stuttgart  
Tel.: 0711 685-64096 (Circulation Desk)  
Tel.: 0711 685-64044 (Information Desk)  
Fax: 0711 685-63502  
Circulation Desk:  
leihstelle-vaih@ub.uni-stuttgart.de

### Editor

University of Stuttgart | Library

### Photographs

Uli Regenscheit (exterior)  
Frank Wiatrowski (interior)

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[www.ub.uni-stuttgart.de](http://www.ub.uni-stuttgart.de)

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## Opening Hours

Reading Room and Self Service

Mon - Fri 8 am - midnight  
Sat, Sun 10 am - midnight

Service Hours

Mon - Fri 8 am - 6 pm  
Sat 10 am - 3 pm

Closed Stacks

Mon - Fri 10 am - 3:30 pm  
Sat 10 am - 2:30 pm

Information Desk

Mon - Fri 10 am - 3 pm



Library  
Loans

## Borrowing

- Free of charge
- Loan period: 1 month
- Borrowing at the self-checkout areas  
Exceptions: Interlibrary loans, non-book material and media for the reading room are available at the circulation desk during service hours
- Self-pickup area for pre-ordered and reserved media
- Borrowing and extension of the loan period are only possible with a valid library card



## Library Account

- Sign in online via the homepage or the catalogue via "My Library Account"
- **Initial Password** is your date of birth in the following format: DD.MM.YYYY
- After your first login you must change your initial password immediately
- To reset a password use the function "New password", provided you have an email address entered in your library account
- Loans, requests, as well as overdue fines, interlibrary fees and postal charges

## Email Notification

- You must enter your email address in your library account
- **Advantages:**  
Notification free of charge when reserved item has arrived. Email reminder 3 days before the due date
- The library is not liable for any consequences arising from emails and letters which cannot be delivered to the address provided by the user

## Where to find books

- **City (Downtown)**  
Architecture, humanities, economics and social sciences, older scientific and technical literature
- **Vaihingen**  
Information technology, natural sciences, engineering and sports science

## Short-term Loans

- Books from the reading room may be borrowed on a short-term loan overnight, Monday to Friday between 4–6 p.m, Saturday between 10 a.m. and 3 p.m
- Books on short-term loan must be returned by 12 noon on the next working day
- Late returns will result in a fine of € 3.00 per item and working day

## Returns

- Returns can be made through the self-service return station at either branch, regardless of which branch they were borrowed from
- Exception: Short-term loans must be returned to the respective branch where the items were borrowed, interlibrary loans and non-book materials must be returned at the circulation desk
- Outside opening hours: Use the book drop-off at the entrance to the Vaihingen Branch

## Overdue Notices

- If the loan period is exceeded, an overdue notice will be sent and a fine will be charged.
- Fines for overdue books are set by the applicable fee statute:
  1. First reminder: € 1.50 per item
  2. Second reminder: additional € 5.00 Euro per item
  3. Third reminder or more: additional € 10.00 Euro per item
- The fine is charged as soon as the reminder is issued, regardless of when the reminder or the email was received
- The library account is blocked as soon as a € 6.00 fine has been accumulated
- Fines are to be paid at the circulation desk

## Extension of Loan Period

- This is possible up to 10 days before the due date provided no one else has reserved the item
- Extensions can be made online or at the circulation desk with a valid library card
- The loan period can be extended up to three times. The item can be borrowed again at the self-service checkout area, provided it has not been reserved by anyone else
- Extensions cannot be made by telephone

## Reservations

- Books which have been checked out may be reserved online free of charge
- If requested, the user will receive notification when the item is ready for pickup. This is free of charge if an email address has been entered in the library account, otherwise notification will be sent by mail (Postage must be paid by the user)

## Document Delivery / Interlibrary Loans

- Literature, which is not available at the University Library in Stuttgart, can be requested from other libraries through Interlibrary Loans
- Requests can be made via the catalogue under "Interlibrary Loans"
- Information: 0711 685-82275 or [fermleihe@ub.uni-stuttgart.de](mailto:fermleihe@ub.uni-stuttgart.de)

## Service Hours

- Registration, checking out and return of interlibrary loans and payment of fines or fees are only possible during service hours
- All self-services are available during opening hours

