

Katalog PLUS

University Library

What is Katalog PLUS?

Katalog PLUS contains a list of the media of all three branches of the University Library. It provides information on printed and electronic media.

Media that are available at the selected branch can normally be loaned immediately. You can order media from other branches to the branch of your choice free of charge. You can reserve media currently on loan to other users.

In Katalog PLUS you can renew the loan periods of your media as well as view the data of the media you have loaned, ordered and reserved through your user account.

How can I access Katalog PLUS?

Katalog PLUS can be accessed from the website of the University Library: www.hs-niederrhein.de/bib. Enter your search term(s) and select your branch. All information on the status of a title (available for loan, not available for loan, on loan, available for request) is shown from the viewpoint of your branch. This is especially important for reservation and ordering. In the library, Katalog PLUS can be accessed from all computer workstations and the tablets on the shelves.

How can I search in Katalog PLUS?

Depending on the respective library branch, you will be able to find information such as the status and collection points. Media that you order from another branch can be collected at a later point in time from the selected branch. You will receive an email at your university address when the medium has arrived.

Simple Search: A simple search is set by default. You can enter one search term in the simple search function or combine several search terms, e.g. the name of the author (surname, forename), title keywords, publisher, ISBN or ISSN. Only media in which all terms occur simultaneously are found. The media of all branches are then searched through.

Advanced Search: In the advanced search you can enter one or more search terms into the various search fields. The terms are automatically linked with "AND". An OR function is possible with the "|" symbol, a NOT function with a "-" in front of a word.

The following search fields are available:

- Title keywords
- Full Title
- Author (surname, forename): e.g. Papula, L.
- Corporate name: e.g. associations, clubs etc.
- Publisher
- Subject headings
- ISBN: unique book number
- ISSN: unique magazine number
- Year of publication: e.g. 2016 or >2010
- Call Number (Pay attention to upper and lower case)

Our tip: In the "Title keywords" field only use single, significant keywords from the title. If your search with one search term is not successful, you can also use synonyms.

How are my search results displayed?

The results of your search are displayed as a hit list. When you click the "Katalog" tab you will find hits from the branches of the University Library. When you click the "More" Tab you will find the media from other libraries in North-Rhine Westphalia as well as hits from different sources of the EDS Index, e.g. full article texts or reference data of various publishing houses. The hits are displayed in abbreviated form. The available full texts are linked directly in the hits. If the hits do not contain a full text link, you can find out how to obtain the document with the integrated link "How can I get it?".

Our tip: Use the options to the right of the hit list to limit your results. The hit list is sorted in accordance with the relevance in relation to the search terms. You can change the order from "Newest first" to "Oldest first".

The icon next to the hit indicates the media type, e.g. book, magazine or electronic resource. Next to each hit on the list you will find information on the shelfmark and the availability of the medium; available for loan, available for request, on loan, not available for loan.

Click the link in the first line of a hit to obtain further details as well as information on the individual copies of the medium. Links also take you to the table of contents and electronic versions of the respective hits.



Katalog PLUS

University Library

Which information on the availability of the medium is contained in the status information?

Available for loan: The medium is freely accessible in your library branch. Please note the shelfmark and look for the medium in the shelves. You can then loan the medium.

Available for request: The medium is at a different library branch. You can order it for collection from the branch that you selected when starting Katalog PLUS if no available copy is available for loan in your branch. To this purpose please log in and then click "Order".

On loan (total of reservations: N): The medium is on loan to another person but you can reserve it. To this purpose please log in and then click "Reserve". You will be informed of the due date of the medium and how many reservations have already been made.

On loan: There are several reasons why the status of a medium can be "on loan". Please refer to the information given in the "In branch" section and if necessary ask the library staff. If you find the information "Due date 31.10.20YY" but are not able to reserve the medium, please note the medium number and ask at the service desk.

Not available for loan: The medium is freely accessible in your library branch. However, it can only be used in the library (reference collection).

Ordered from supplier: The medium is currently in the acquisition process. Please check the catalogue again in a few days.

Shelfmark: The shelfmark shows you the location of the medium in the respective library branch. The shelfmark is attached as a label on the outside of the medium. The media are arranged systematically according to the subjects and sub-groups.

How can I manage my account?

All media that you have currently loaned, reserved or ordered are shown in your account. To view these data or renew the loan period, enter your user ID and your password (see below) in the section "My Account / Renewals".

After you have logged in, an overview of your loaned media, orders, reminders, reservations, fees and fines is displayed.

The loan periods of all media are renewed that are available for renewal by clicking the "Renew" link. You can renew the loan period at the earliest seven days before expiry.

The following cannot be renewed:

- Media with a loan period that has already been renewed four times
- Media that have already been reserved
- Some inter-library loans
- Media with a special loan period, for example for a practical semester abroad or a thesis

User ID and password

When you use your user account and order or reserve books you will always be asked for your user ID and your password.

User ID: This number is identical to your registration number (if you are studying at the University) and is printed on your library card below the barcode.

Password: Your date of birth in the format DDMMYY (example: 260397). We recommend changing the password in the User Details account sub-menu.

www.hs-niederrhein.de/bib
