

Loaning media

University Library

How can I register as a library user?

Students receive their library card together with their student ID card. Before loaning books for the first time or using the library services, please register in the library.

Contract lecturers and university staff members can find out their user ID with the HN Identity Manager. You will receive your library card with the number and your ID card. Registration and the library card are free of charge. Non-university members will be charged an annual fee of € 20.00. A replacement card costs € 11.00 for students and € 10.00 for university members and non-university members. Students of other universities are exempted from the annual fee upon presentation of their current student ID card from their own university.

Please report the loss of your card immediately and change your password.

What can I do in the library?

During all library opening hours:

- Self-check out
- Loan and return media
 - Renew loan periods
- Self-collection
- Collect media ordered from other libraries and reserved media

During the library service hours:

- Service
- Obtain information
 - Make use of inter-library loan systems
 - Loan and renew media within the
 - Extended loan period
 - Obtain a key for the lockers

What can I borrow?

You can loan up to 55 media. Magazines, books with a yellow stripe or yellow call number and books from the reference collection may only be loaned for short periods (after 4 p.m. until the next opening day at 9 a.m., before 4 p.m. for two hours).

What is not allowed in the library?

- Food and drink (except beverages in closed bottles)
- Use of mobile phones
- Smoking (in Mönchengladbach also not on the terrace)

How long can I keep the media?

The loaned media must be returned within a period of 28 days. This period can be renewed up to four times if the medium has not been reserved by another person. After the fourth renewal, another renewal is only permitted if the medium is presented. It is only possible to renew the loan period at the earliest seven days before the expiry date.

The loan period can be renewed either at a self-service desk or with the user account in Katalog PLUS. It is not possible to renew loans by phone or email.

Please comply with the loan periods. You will receive a reminder by email before the loan period expires. You are responsible for compliance with the loan periods. Therefore please check your library account regularly and report any inconsistencies.

Your account will be blocked for library services such as loans and extension of the loan period if and as long as it shows a debit of more than EUR 30.00. Fees on the account must be paid on 1 April and 1 October each year. If payment is not made, you will no longer be able to use the account, especially for loans and extending the loan period.

Are there any special loan periods?

For books that have been obtained from other universities (inter-library loan system), the loan period is generally four weeks and can possibly be renewed once.

If you are writing a thesis or currently in a practical semester or semester abroad, you can apply for longer loan periods if you provide a certificate stating the last submission date of the thesis or the final date of the practical semester/semester abroad.

Where can I view my data?

The loan periods as well as all media that you currently have on loan, reserved or ordered are shown in your account. Here you can renew the loan period yourself and change your email address or password.

You can access your account at:

www.hs-niederrhein.de/bib

→ Select branch

→ My Account / Renewals

Your user ID is given on your library card. The password is automatically set to your date of birth in the format DDMMYY, e.g. 260397. We recommend changing the pre-set password with the menu item "User Details".

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What are the fees?

Charges for:	Fee
Loans Short-term loans Orders Reservation Annual fee for students of other universities	Free of charge
Annual fee for non-university members	€ 20,00
Exceeding the loan period:	
1-10 days, per medium	€ 2,00
11-20 days, „	€ 5,00
21-30 days, „	€ 10,00
31-40 days, „	€ 20,00
longer than 41 days, „	€ 45,00
Book loss	25,00 € plus cost of book
Replacement card:	
for students	€ 11,00
for university staff members and non-university members	€ 10,00
Inter-library loans:	
Lending library:	
• Germany	€ 1,50
• Other countries	€ 7,50
Copies with the coin-operated copier	0,05 € / page
Printing/copying with a prepaid card:	
50 units	€ 3,00
100 units	€ 5,50
200 units	€ 10,00

It is only possible to pay the fees at the machine.

- Mönchengladbach Campus: Building W, Foyer
- KR West Campus: Library foyer
- KR South Campus: Building A, next to information point

Valid as of: March 2018

Any questions?

We would be pleased to be of assistance.
Please contact us at:

Mönchengladbach Campus Library

Richard-Wagner-Strasse 140
Building N | 3rd and 4th floor
41065 Mönchengladbach
Email: ausleihe-mg@hs-niederrhein.de
Opening times: Mon.-Fri. 8 a.m. - 10 p.m.,
Sat. 8.00 a.m. 5 p.m.
Service hours: Mon.-Fri. 8 a.m. - 7 p.m.,
Sat- 9.30 a.m. - 1.30 p.m.

Krefeld West Campus Library

Frankenring 20
Building N | Lower floor
47798 Krefeld
Email: ausleihe-kr-west@hs-niederrhein.de
Opening hours: Mon.-Fri. 8 a.m. - 6 p.m.
Service hours: Mon.-Fri. 8 a.m. - 4 p.m.

Krefeld South Campus Library

Reinartzstrasse 49
Building G
47805 Krefeld
Email: ausleihe-kr-sued@hs-niederrhein.de
Opening hours: Mon.-Fri. 8 a.m. - 7 p.m.,
Sat. 9 a.m. - 3 p.m. (Sat. as shown on the notice board)
Service hours: Mon.-Fri. 8 a.m. - 7 p.m.

Written information available from:
bibliotheksauskunft@hs-niederrhein.de.

Telephone enquiries can be made from 10 a.m. - 4 p.m.
for all branches at the contact number:
+49(0)2161 186-3400.

www.hs-niederrhein.de/bib