Regular opening hours and staffed service hours:

Central Library
Lothstraße 13d, 80335 München
Opening hours:
Monday — Friday 8.30 am - 12 midnight
Saturday 9.00 am - 10 pm
Sunday 9.00 am - 10 pm

Staffed service hours:
Monday — Friday 8.30 am - 7 pm
Friday 8.30 am - 5 pm
Tel: 0049 (0)89 / 1265-1325
(circulation area)
Tel: 0049 (0)89 / 1265-1209
(information desk)

Branch library Karlstraße
Karlstraße 6, 80333 München
Opening hours:
Monday — Thursday 9.00 am - 7 pm
Friday 9.00 am - 5 pm
Tel: 0049 (0)89 / 1265-2675

Branch library Pasing
Am Stadtpark 20, 81243 München
Opening hours:
Monday — Thursday 9.00 am - 7 pm
Friday 9.00 am - 5 pm
Tel: 0049 (0)89 / 1265-2361

Contact for training courses (catalogue, databases, e-journals and e-books):
Tel: 0049 (0)89 / 1265-1202
martin.knab@hm.edu

Contact for guided tours:
Tel: 0049 (0)89 / 1265-1386
eva.larondeelle@hm.edu

e-mail: bib@hm.edu
Homepage: http://www.hm.edu/bib

Updated: March 2011

Quick guide to the Library

Library of the University of Applied Sciences München

http://www.hm.edu/bib
How to join the library

The library admits all individuals who hold a current student ID of the University of Applied Sciences München. All other users need a valid ID or passport together with a residency certificate to receive a library card. If you lose your student ID, please contact the library. In case of change of address please inform the student affairs office.

OPAC (Library catalogue)

The library catalogue (OPAC) is a database of the books, journals and digital information held in the University Library. There are dedicated PCs in the library giving access to the catalogue. In addition, any PC with internet access can access the catalogue at:

http://www.hm.edu/bib/webopac

Borrowing books

Your user status determines how many books you can borrow from the University Library:

HM students = 20 books for 4 weeks
Guest users = 10 books for 4 weeks
Periodicals and degree theses = for 2 weeks only

You can’t borrow current periodicals, the reference collection books or course reserve collection books. We have a security system installed and any attempt to steal items from the Library will be reported to the police.

Furthermore, you will be barred from using the library (based on the ABOB § 26,1).

Final year students and disabled persons can apply for special loan conditions (see specific leaflet or ask a librarian). You can return books at all three libraries and return your library loans 24 hours a day. Use the return box outside the opening hours of the library. You can also borrow books at the self-service terminal (service at the Central Library and branch library in Pasing).

Renewals

Items can be renewed up to three times (renewal for 4 weeks; guest users can only renew their items once), via "Konto/Verlängerung" in the OPAC. After the third renewal, items must be brought to the library to be checked out. Periodicals cannot be renewed and please note that renewals are not accepted via telephone or e-mail. All items may be recalled during the renewal if a reservation is made by another user. If you receive a recall notice, please return the item no later than the new due date shown.

Interlibrary loan

The interlibrary loan service allows you to order books and articles which are not available in Munich. You can order books via Gateway Bayern or the OPAC. If you have any questions, please contact the information desk.

Library training courses: Catalogue, databases, e-journals and e-books

The library offers introductory courses aimed at familiarizing users with its electronic resources. For further information please call 089 / 1265-1202. These courses apply to new students, students writing their theses and all interested students in general. You will find the course schedule on our

Guided library tours

The guided tour is designed to introduce new users to the library. Guided tours take place on a regular basis. The meeting point is the issue desk. Guided tours for special groups (e.g., seminars, schools) can be arranged upon request. Please call 089 / 1265-1386.

General information

- On the reverse of your student ID you’ll find your library user ID. Upon registration, a default password is generated automatically. Default password: 4-digit number, day and month of your birthday (ddmm). Please change this number to a more personal password via OPAC (Benutzerkonto -> Benutzerdaten).
- You can order items online via the InfoGuide from the branch libraries to the central library and vice versa. You can only order 5 books at a time. Your order will be reserved for you for two weeks.
- E-mail notification service: If you leave your e-mail address with us, we will be able to inform you about ordered books and when the end of the loan period is approaching (no guarantee).
- Library fines: The easiest way to avoid library fines is to return your books on time or to renew the loan period. Fines are charged for overdue items. You will find a detailed list of rates on our website.