

Important information regarding your library card and fines

The library card for **students** and **university employees** is the university ID chip card (Studierendenausweis, Bedienstetenausweis). The login for the library account in the OPAC is the same as the login issued by the ZDV together with the card. Library notifications can only be sent to the university email address. Please check this address regularly, in this way you can avoid fines.

External library users will receive a university library chip card which costs EUR 10 at the UB at the time of issue. The login for the library account in the OPAC is the library account number (Ausweisnummer) printed on the card (enter number without the dot). The password is the library user's date of birth. (e.g., D.O.B. 1st April 1985 → 01.04.1985 → Password is 01041985). Library notifications will be sent by email, unless otherwise specified.

The **loan period** is usually 28 days. The loan period can be renewed any number of times during the maximum possible loan period. For students and external users this max. loan period is 4 x 28 days, for university employees 12 x 28 days from the date of issue. By renewing, the loan period of 28 days is once again guaranteed. A renewal is however not possible if another users has reserved the media.

Excluded from the loan period are books from the "Semesterapparat" and books marked with red dot. For special stock short-term periods apply by arrangement.

The loan period for **ILLs** is determined by the lending library. An extension of this loan period is dependent on the agreement of the lending library.

If the loan period is exceeded, the following **overdue fines** (applies to each borrowed item) will be charged according to the "Bibliotheksgebührenordnung der Universität Tübingen":

Overdue by up to 7 consecutive days:	1.50 EUR (fine level 1)
Overdue by 8 to 14 consecutive days:	additional 5 EUR (fine level 2)
Overdue by 15 to 21 consecutive days:	additional 10 EUR (fine level 3)
Overdue by more than 21 days:	additional 10 EUR (fine level 4)