



Information

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**Template for Guided Tours:  
University Library Wilhelmstraße**

Last update: October 2022

**Please go through the library with no more than 15 people!**

**Station 1: Entrance foyer, main building**

Opening Times: Mo. - Fr.: 08:00 - 24:00, Sa. & Sun.: 10:00 - 20:00

**Station 2: Locker room behind the green wall; main building, ground floor**

- Day lockers (grey and blue), a small padlock or 1- or 2-euro coin is required
- Permanent lockers can be booked through the company AstraDirect:  
<https://www.astradirect.de/sfmiet.html>
- Internet PCs
- Copier/ printer
- Drink and snack vending machines
- Terminal for semester stamps (validation station)
- Student ID card charging station (EC card & cash accepted)

**Station 3: Main building, 1st floor**

- Information desk: consultations on study related questions
- Guidance system (on the right of the revolving door, information screen): maps of the library buildings
- Flyers of the UB (please take them with you!)

**On the left: Lernzentrum (Learning Center)**

**First Room (Group work room)**

- Internet-workstations in the learning center: please indicate PC-Pool and further PC-workstations in the Ammerbau. Login: Uni-Login (zxm...) with password
- WIFI: Eduroam, available at the whole university. Login: Uni-Login (zxm...) with password
- Show "Catalog Plus" on the research PC next to the information desk. Explain the main importance of the catalog (the call number system, therefore browsing by topic is not possible), closed stacks, media availability, media ordering, open access collection, reference collection...
- Point out "My Account" in the library catalog: loans (with renewals), orders, holds, e-mail notifications (to student email address), and fees.

- Printing possible from internet PCs and laptops via the photocopiers (campus-wide printing system!).
- Silent work area: take a look through the glass wall into the Learning center.

#### **Station 4: Ausleihzentrum (Lending Center)**

Go through the revolving door, then stop on the left side of the textbook collection after the book return terminal. *(Please position group so that access to the Ammerbau and circulation desk remains passable for others!)*

- Circulation desk: Information, payment of fees by student card (cashless), Borrowing: self-checkout via terminals; book returns at the return station
- Info about the library card = student card:
- Activation via "My account" or Internet PCs: Login with login ID of the university ("zxm..." + password) [www.ub.uni-tuebingen.de](http://www.ub.uni-tuebingen.de)
- Textbook collection: subject-oriented collection, especially important for first-year students.
- Pick-up shelves: for ordered literature from the closed stock and reserved books, sorted by pick-up code (can be found at "My account")

Information about the Ammerbau / Alte Waschhalle (silent study areas): This is where you find the Ammerbau information desk, the Ammerbau pick-up area, work tables, the reference collection, the current periodicals, the open access shelves, the PC pool, photocopier rooms, and group work rooms (bookable: <https://uni-tuebingen.de/de/69262>).

**No food, drinks only in containers with secured lid!**

#### **Station 5: Main building, 1st floor, way to Bonatzbau**

- Additional group workstations in the corridors
- Room B004: room where the UB courses take place

#### **Station 6: Turn right, the hall of Bonatzbau**

- Point out the Historical Reading Room (is "Silent Study Area", similar to individual workstations in the Lernzentrum) and Manuscript Reading Room  
**Please do not go or look inside!**
- Conclude the tour with a reference to the extensive range of guided tours and training offered by the UB: <https://uni-tuebingen.de/de/83825>
- Possibly use the exit in the Bonatzbau on Wilhelmstraße