

Databases

For literature research independent of the library holdings, especially for the effective search for articles, you have access to various databases. The database offer of the University Library Eichstätt-Ingolstadt can be accessed via the OPAC terminals and all networked PCs on campus via DBIS (Database Information System). Most databases can also be accessed by KU students from home using a VPN client.

More detailed information on installing the VPN client can be found at <https://www.ku.de/en/computer-center/vpn>.

Training courses and library tours

We offer training courses during the current semester, e.g. on literature research in databases or literature management with Citavi/Zotero.

Registration is required for all courses.

At the beginning of each semester and at any time by appointment, we offer guided library tours and introductions to the OPAC in English.

For more detailed information please contact the library staff by phone or e-mail:

Service and information: +49 841 937-21809 or ub-wfi@ku.de

Information for people with disabilities

Access to the reading room is possible via a ramp. The individual levels of the reading room can be reached by a self-service lift (0.90m x 0.90m). If you need assistance, please contact the library staff who will gladly help you. For further information please call +49 841 937-21808

Last updated: September 2022

University Library Eichstätt-Ingolstadt Ingolstadt Branch Library of Business Administration and Economics

Auf der Schanz 49
85049 Ingolstadt

Information

Phone: +49 841 937-21809

E-mail: ub-wfi@ku.de

<https://www.ku.de/en/library>

Opening hours 2022/2023 winter semester

Monday – Friday | 8.30 a.m. – 9.00 p.m.

Saturday | 9.00 a.m. – 07.00 p.m.

Service hours

Monday – Friday | 8.30 a.m. – 6.00 p.m.

Saturday | 9.00 a.m. – 01.00 p.m.



KATHOLISCHE UNIVERSITÄT
EICHSTÄTT-INGOLSTADT



University Library

Ingolstadt Branch Library of
Business Administration and Economics

www.ku.de/en/library

About us

The Ingolstadt Branch Library of Business Administration and Economics was founded in 1989 and offers a reference collection as well as a wide range of e-media on business administration, economics and law.

Library use

The library is open to all members of the Catholic University of Eichstätt-Ingolstadt, the Technische Hochschule Ingolstadt (THI) and other interested persons.

A valid library card is required.

Students of the KU Eichstätt-Ingolstadt and guest students receive the card automatically with their student ID.

Use of the library is free of charge. Fees are charged for photocopies and for ordering articles via interlibrary loan.

You can use the following libraries with your ID card:

- Eichstätt University Library with the departmental libraries Aula, Ulmer Hof and Hofgarten
- Ingolstadt Branch Library of Business Administration and Economics
- Library of the Technische Hochschule Ingolstadt (THI) including Neuburg Campus

It is not allowed to carry bags and backpacks in the reading rooms of the Branch Library. Please use the lockers in the cloakroom. Transparent bags can be purchased at the service desk. You can get locker keys at the library's information desk. Please return the key on the same day, otherwise you will receive a chargeable reminder.

Catalog (OPAC)

The holdings of the Ingolstadt Branch Library of Business Administration and Economics are listed in the OPAC, a joint electronic catalog of the University Library Eichstätt-Ingolstadt and the library of the Technische Hochschule Ingolstadt (THI). The OPAC contains books, e-books,

journals as well as e-journals of the mentioned institutions. If you want to search for journal articles, please use our database service (DBIS).

Two OPAC terminals are available in the reading room for your catalog research. The OPAC also offers an English-language user interface. If you have an internet connection, you can also access our catalog from home. For our licensed electronic content you need a VPN client (<https://www.ku.de/en/computer-center/vpn>).

In addition to catalog research, the OPAC also gives you access to your user account. You can see the current loan periods of the items you have borrowed and you can renew and reserve items yourself.

Photocopies/Scans

There is a photocopier and a book scanner in the journal reading room. The photocopier can only be used with your student ID. The charging stations are located in the cloakrooms (ground floor & basement) in the Main Building.

The use of the scanner is free of charge but you need your own USB flash drive.

Borrowing conditions

Please look up the title you want in the OPAC and make a note of the complete shelfmark. An overview near the elevator in the reading room will make it easier for you to find what you are looking for. The borrowing options depend on the different locations in the library:

- *Reference collection 43 (Law) and 44 (Business Administration and Economics):*
Lending 1 week + 5 renewals
- *Open stacks 45:* 4 weeks + 5 renewals
- *Textbook collection 47:* 4 weeks + 5 renewals

Please note that periodical volumes and all books with a red line on the shelfmark cannot be borrowed.

The selected books can be checked out independently at our self-checkout machines, which, like our OPAC, also offer an English-language user interface.

Books can be returned at the self-return machine in the foyer of the Main Building. If the self-return machine is out of order or if it does not accept the books, a return box is available next to the library entrance.

Interlibrary loan

Books and journal articles that are not included in the holdings of an Ingolstadt library can be ordered in the OPAC using the function „Interlibrary Loan“. This also concerns the lending collections of the Main Library in Eichstätt with its departmental libraries.

You will receive an e-mail as soon as the ordered books or articles are ready for collection. The collection shelf is located behind the reading room entrance on the right-hand side of the wall.

More detailed information on Interlibrary Loan can be obtained at the information desk.

Overdue notice

If you exceed the loan period, you will immediately be sent an overdue notice by e-mail. These are subject to a fee.

Reminder fees:

- 1st reminder €7.50
- 2nd reminder €10.00

Further reminders are possible.

The chargeable reminders will result in your user account being blocked and you will no longer be able to order or borrow books or renew books you have borrowed.

As soon as you have returned the overdue books and submitted proof of payment of the fees, your user account will be unlocked again.

For further information, please visit the following page: <https://www.ku.de/en/library/reminders>.