Library card

Issue of library card

For internal users (Students of TU Wien and TU staff), the library card is issued by registration through TISS (https://tiss.tuwien.ac.at). You have to accept the rules and regulations of the University Library.

For external users, the library card is issued at the circulation desk on the ground floor of the main library. An electronic order form (http://www.ub.tuwien.ac.at/entlehnausweis.html) must be completed and the following documents must be submitted:

- Members of Austrian universities and higher education institutions:
  Service card or valid ID card and certificate of employment or valid student ID card

- Secondary school students aged 14 or older:
  Student ID card + residential registration form (Meldezettel) + parental declaration of liability (under 18 years of age)

- Other minors (aged 14 or older):
  Valid ID card + residential registration form (Meldezettel) + parental declaration of liability. Annual registration fee: EUR 15.00

- Other members of the public: valid ID card + residential registration form (Meldezettel). Annual registration fee: EUR 15.00

Loss of the library card

In case of loss of the library card, please inform the circulation desk without delay (T: +43-1-58801-44061). The card will then be blocked.

Cardholders will be held responsible for the consequences of any misuse of their card.

Contact and Information

Circulation desk

Opening hours:

Regularly:
Monday – Friday  09:00 – 07:00 pm

During the summer holidays: 8 July – 31 August:
Monday - Friday 09:00 – 04:00 pm

Renewal by telephone:

T: +43-1-58801-44160
ausleihe@ub.tuwien.ac.at

Borrowing times for the self check machines:

(only possible with valid library card)
Monday - Friday  09:00 - 10:00 pm
Saturday  10:00 - 05:00 pm

Rules and regulations of the Library

The rights and obligations of the users are stated in the rules and regulations of the University Library. They are on display on the ground floor and on the library homepage under http://www.ub.tuwien.ac.at/benuetzungsordnung.html

Please respect the following in particular:

- bags, cases, outdoor clothes, parcels, umbrellas or similar may not be brought into the library (lockers are available on the ground floor)
- food and drinks may not be brought into reading rooms
- smoking is forbidden throughout the library
- phone calls are not allowed in the reading rooms
- personal property, particularly laptop computers, should not be left unattended
- lost or damaged items must be replaced by the borrower

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Borrowing entitlement
All persons who are legal residents of Austria and who are in the possession of a library card of the University Library of TU Wien are entitled to borrow books from the library. This card is valid for one year (for 2 years if the holder is a TU employee) and can be renewed at the circulation desk.

Borrowing procedure
- Items from the open access areas can be taken directly from the shelves and borrowed by using the self-check machines or by taking them to a circulation desk.
- Items from the closed stacks have to be requested using the online catalogue (circulation desk) or by filling in a form at the stack requests desk on the first floor.
- Items from the closed stacks will be fetched every full hour during the staffed opening hours. The requested item will then be kept for collection at the circulation desk for one week.
- Items from the closed stacks that are not for loan are issued at the stack requests desk on the first floor. These may only be used on the library premises against deposit of a valid ID card.
- CD-ROMs and DVDs can be collected at the circulation desk.

Borrowing limit
A maximum of 20 items may be borrowed. For secondary school students, the maximum is 10 items.

Borrowing procedure
Which items can be borrowed?
Most items of the collection of the TU library can be borrowed.

The following items are not for loan:
- general and specific reference books
- works which are more than 100 years old
- works of special value
- loose-leaf editions
- other works labelled „NICHT ENTLEHNBAR“ („NOT FOR LOAN“)
- dictionaries

The following items can be borrowed to a limited extent:
- Journals (individual journals/hardback volumes) can only be borrowed for a maximum of one hour.
- Works labelled „WOCHENENDE“ („OVER THE WEEKEND“) can only be borrowed over the weekend or over holidays and can be neither extended nor reserved.

Borrowing period
The borrowing period is 4 weeks.
The loan can be renewed to a maximum of up to six months as long as the item has not been requested and it is renewed before the expiry of the borrowing period.
Renewals on the due date are only possible until 7.00 pm.

Hold requests
If an item is already on loan, you can place a hold request in the online catalogue. As soon as the item has been returned, it will be put on hold and can be collected at the circulation desk during the following week. You will receive an email notification as soon as the item is available (provided you stated your email address.

Reminders
Reminders are sent for items which are not returned on time. The borrower will be charged the fees. We charge EUR 2.00 per overdue reminder. Additionally, there is a charge of EUR 0.20 per day and overdue item. If there are any outstanding fees, the user will be automatically blocked and cannot borrow or renew any further items.

„My Account“ is your „Account Status“
Your account status (borrowed items, reservations, due dates, hold requests, previously borrowed items, any outstanding fees, etc.) can be accessed in the online catalogue under My Account or Login. In your account, you can also renew items or place hold requests.
The first and second reminders are only sent by email. You log in with your user barcode ($E123....) and your password. You can change your default password. Please personally inform the circulation desk staff about physical address changes or changes of your email address (only applies to non-TU-members).

Pay station
Outstanding fees can be paid during the opening hours at the pay station on the ground floor near the entrance of the library. The pay station also provides a money change feature to feed our library lockers.