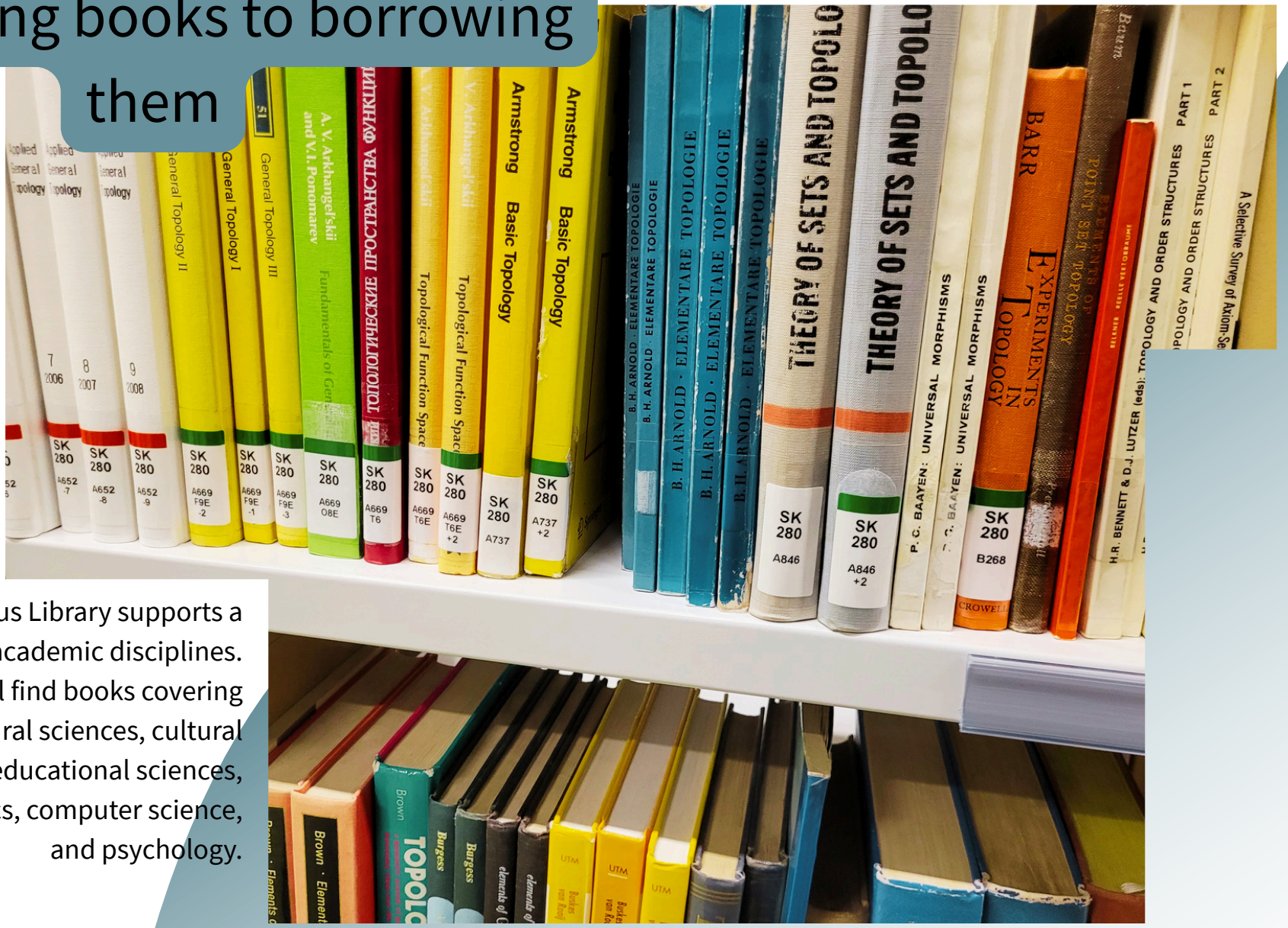
FREIE UNIVERSITÄT BERLIN

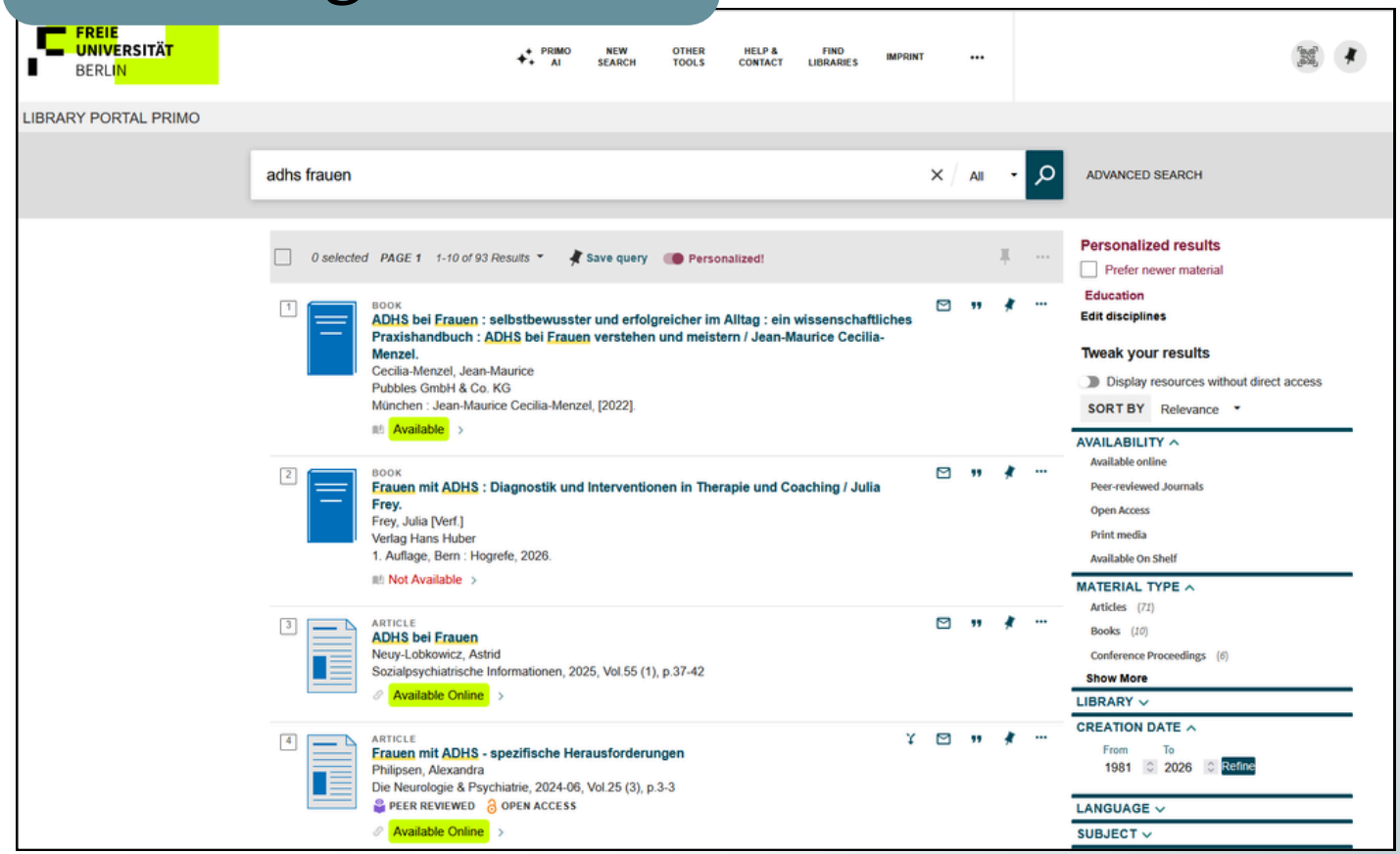
Universitätsbibliothek
Campusbibliothek

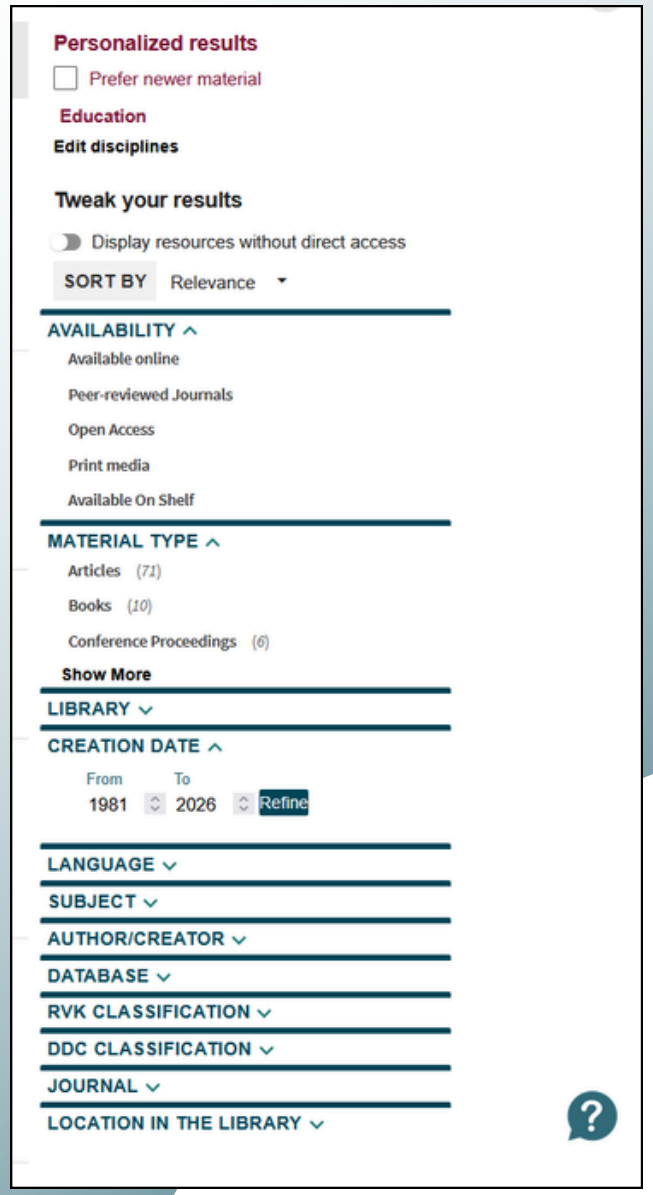
From finding books to borrowing them



The Campus Library supports a wide range of academic disciplines. Here you will find books covering the natural sciences, cultural studies, educational sciences, mathematics, computer science, and psychology.

Searching for books



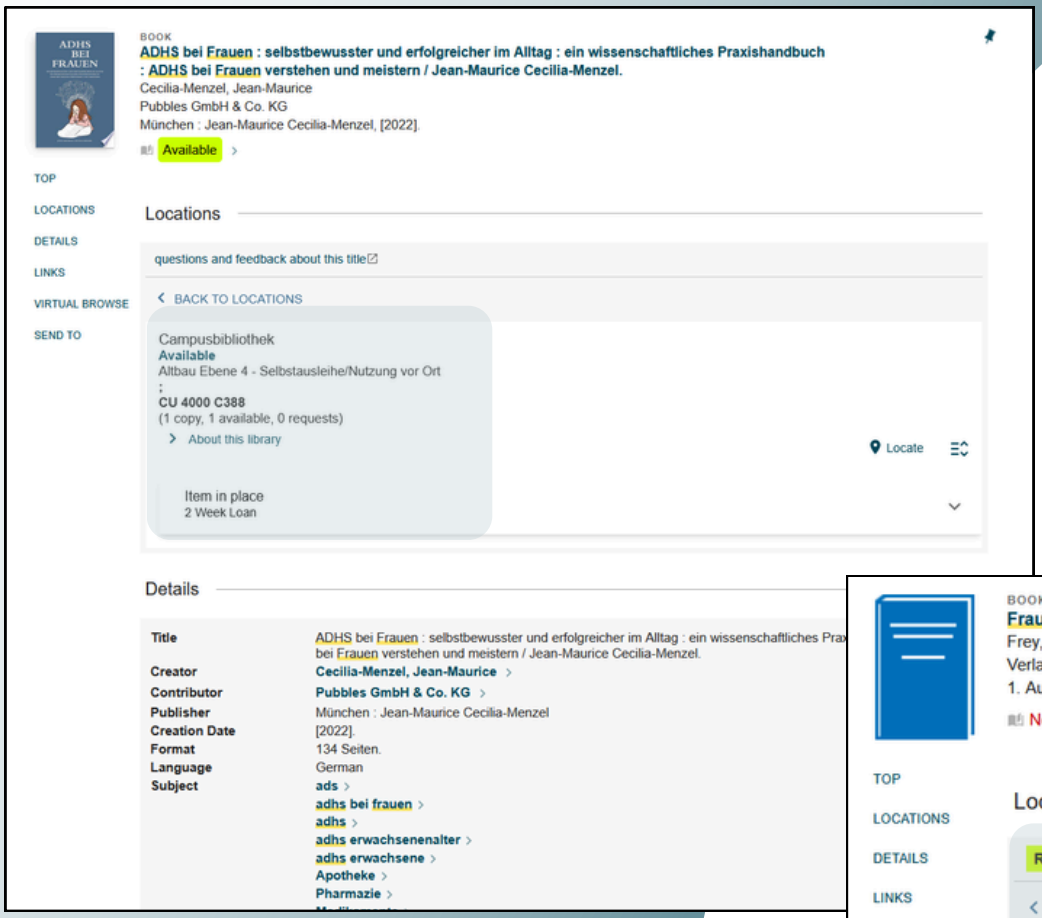


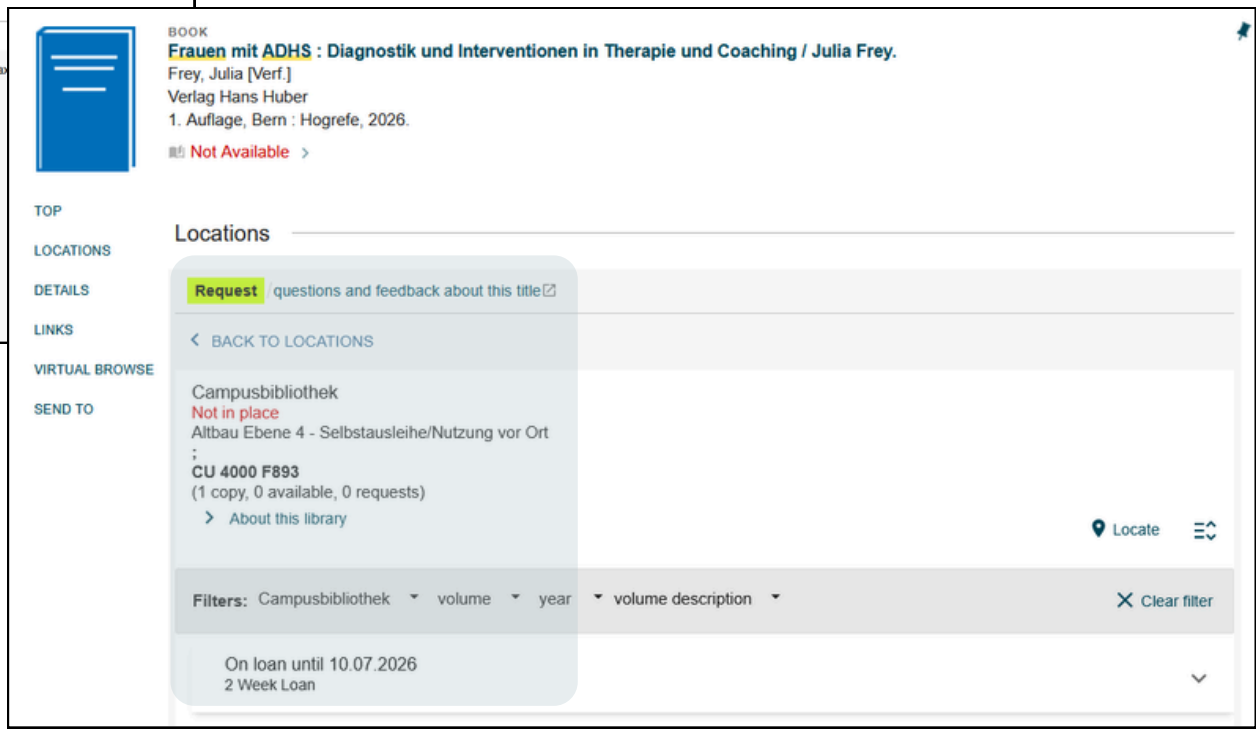
Use Primo, the University's library search system, to search for books, journals, and other library resources.
A range of filters is available on the right-hand side of the search results to help you narrow your search. For example, you can limit results to a specific library, resource type, language, publication date, and more.

Primo

Primo Tutorials (only in German)

Primo



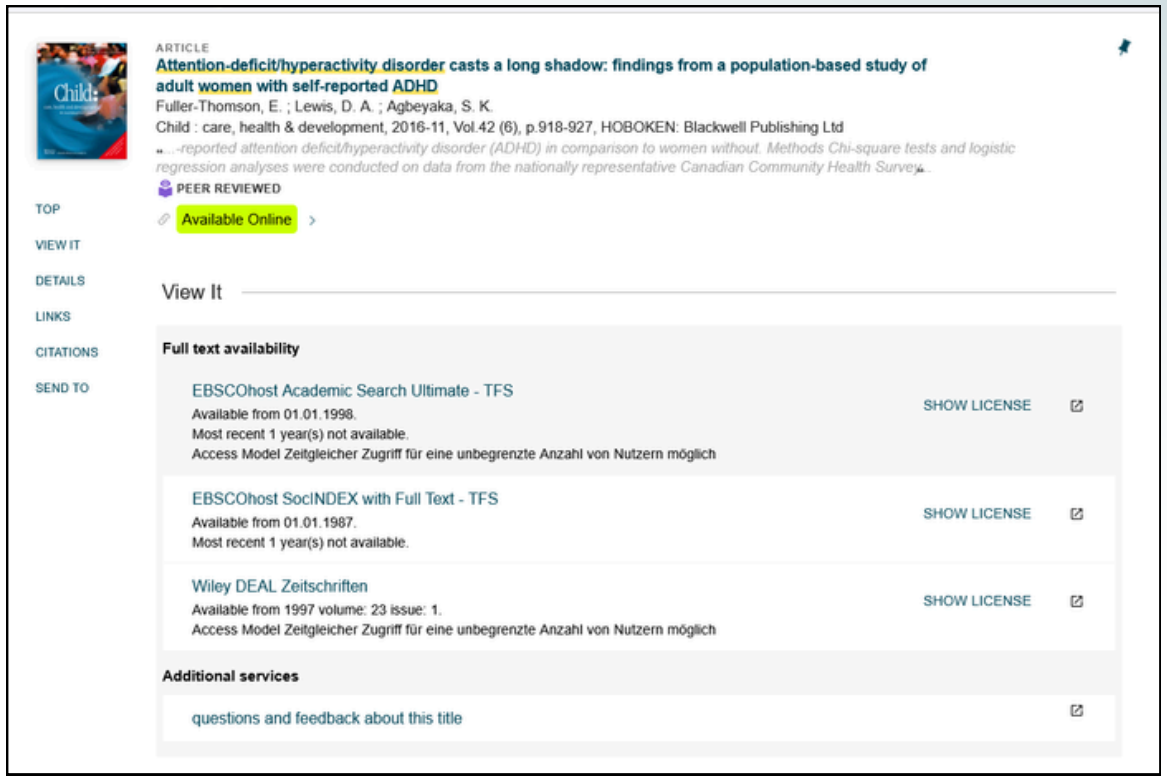


Once you have found the book you are looking for, click on its title to view its location and availability.
If the book is available on the shelf, note the **level** and **call number**, then retrieve it from the corresponding shelf.

If the book is currently unavailable, located in the closed stacks, or already on loan, you can usually request or place a hold on it by selecting **Request / Place Hold**.

Lending Conditions
Orientation

Online Ressources

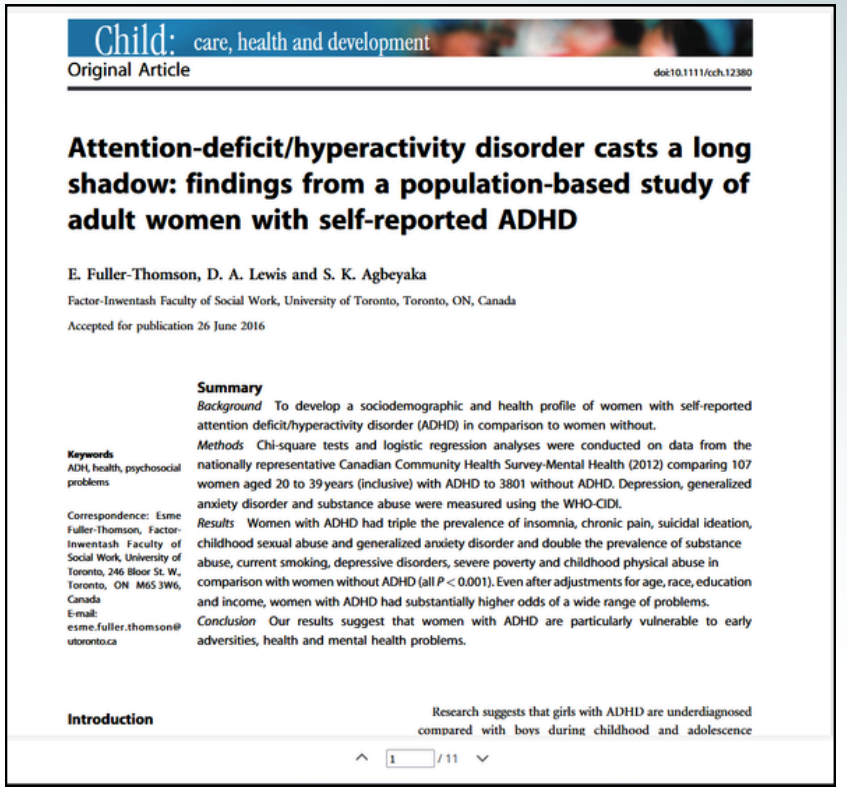


VPN-Client (Website in German)

You can also use Primo to search for online resources by applying the appropriate filters.
If an item is available online, simply click the provided links to access the full text.

Please note: Electronic resources are available on campus through the FU network. Off-campus access requires the University's VPN service. External users can access electronic resources only while using library computers on site.

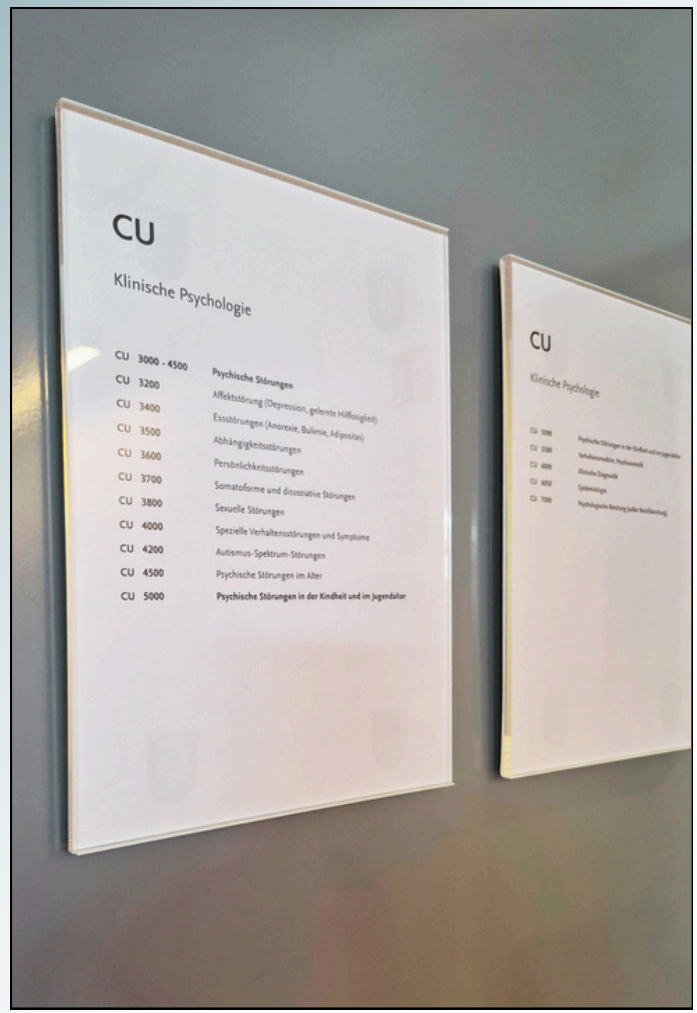
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Finding your book

The signs on the columns and the shelf labels will help you locate your book more easily.
If you have any questions or need assistance, our staff at the Information Desk or Circulation Desk will be happy to help.

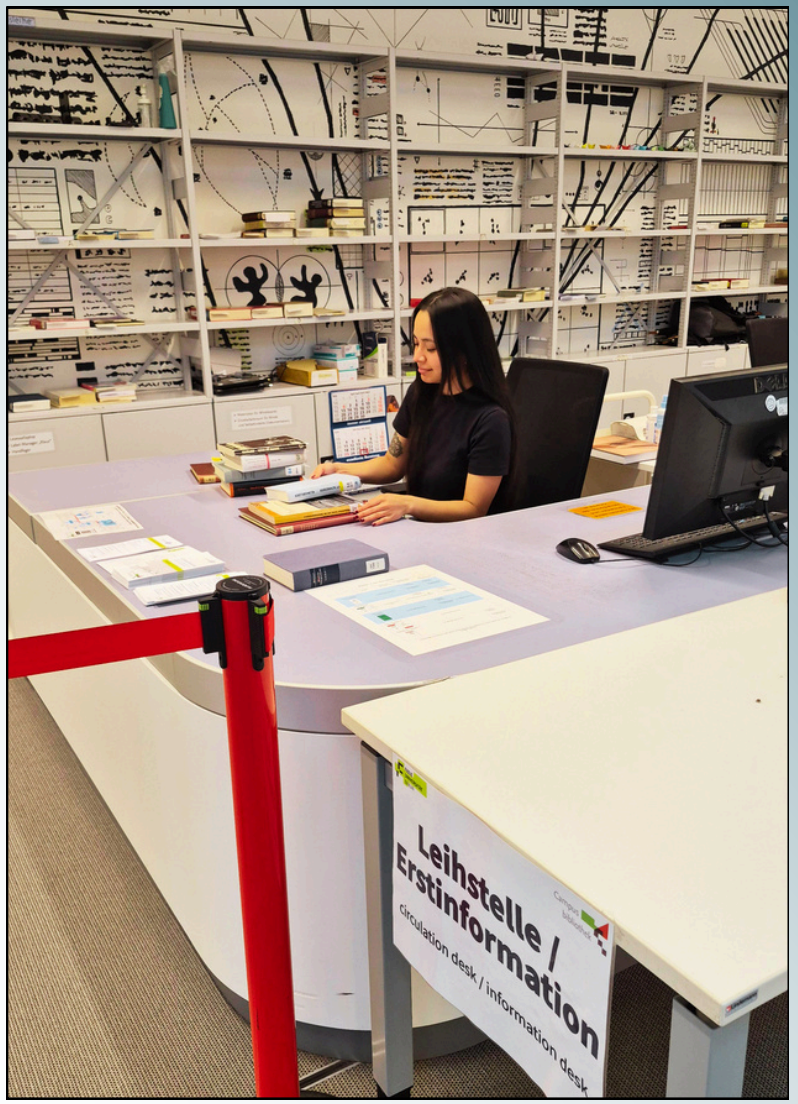




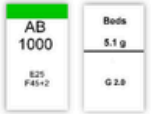


Borrowing books

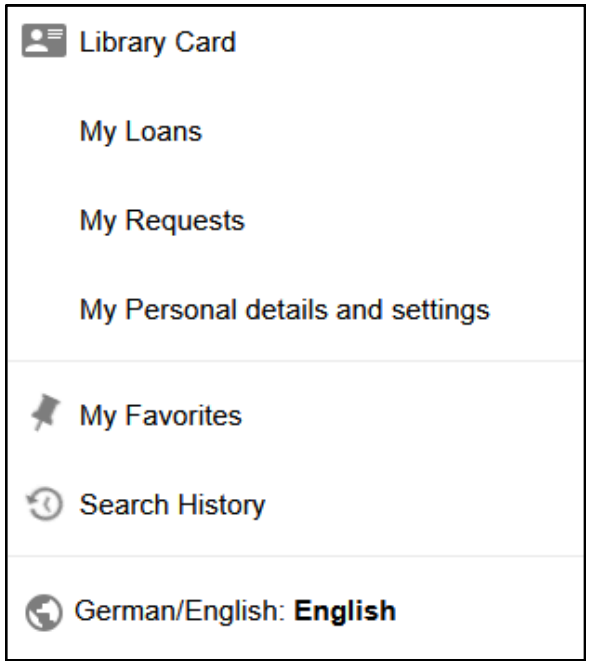
Once you have retrieved your book from the shelf, you can borrow it either at the Circulation Desk or by using one of our self-checkout machines.
Loan periods vary depending on the type of material. Please refer to the borrowing overview for details.



Bücher in der Bibliothek:

	Gäste	Externe/r Benutzer/-in	FU-Studierende inkl. Charité	FU-Mitarbeitende
Selbstausleihe 2 Wochen 	nur Benutzung vor Ort		• 20 Bücher • 2 Wochen Verlängerung bis zu 6 Wochen	• 30 Bücher • 2 Wochen Verlängerung bis zu 26 Wochen
Selbstausleihe 4 Wochen 	nur Benutzung vor Ort	• 20 Bücher • 4 Wochen Verlängerung bis zu 26 Wochen		• 20 Bücher • 4 Wochen Verlängerung bis zu 26 Wochen
Lehrbuchausleihe 	nur Benutzung vor Ort		• 20 Bücher • 2 Wochen Verlängerung bis zu 26 Wochen	nur Benutzung vor Ort
Präsenzbestand 	nur Benutzung vor Ort			
Ausleihe FU-Mitarb. 	nur Benutzung vor Ort			• 30 Bücher • 1 Wochen Verlängerung bis zu 26 Wochen

Renewing books



Do you need your books for a little longer? Usually, that's no problem.
Your **Primo account** provides an overview of your loans, requests, fees, and other account information. It also shows the maximum loan period for each item.

If an item has not been requested by another user, loans for members of Freie Universität Berlin are automatically renewed until the maximum loan period has been reached.

Once the maximum loan period has expired, you may return the item and immediately borrow it again, provided that no one else has placed a request for it.



Returning books



Books borrowed from any Freie Universität Berlin library can be returned to any FU library location.

Exceptions:

- Interlibrary loans
- Books borrowed from the Charité libraries

Books can be returned either directly at the Circulation Desk or by placing them in one of the book return trolleys located next to the Circulation Desk.