

# We will welcome you!

## Address

Hochschule Aalen - Bibliothek  
Anton-Huber-Str. 17  
D-73430 Aalen

Phone +49 7361 576-4805  
E-mail [bibliothek@hs-aalen.de](mailto:bibliothek@hs-aalen.de)  
Web [www.hs-aalen.de/bibliothek](http://www.hs-aalen.de/bibliothek)

## Our opening hours

Lessons and exams times  
Monday – Friday 900 – 2000 hrs  
Saturday 900 – 1600 hrs

### Main times\*

Monday – Thursday 900 – 1800 hrs  
Friday 900 – 1600 hrs

### Semester break

Monday – Friday 900 – 1200 hrs  
Tuesday and Thursday 1300 – 1530 hrs

\* only available during the main times

- Personal registration of external customers
- Payment of fees
- Purchase of books from the flea-market
- Detailed consultation and information
- Collecting, prolonging and returning books by interlending

A book return box is available outside the opening times.



[www.hsaa.de/bibliothek](http://www.hsaa.de/bibliothek)



 **Hochschule Aalen**  
Technik und Wirtschaft

## Library- General Information

1608-V02



# The basics...

## Registration and Borrowing

As a registered student, you are, normally, already registered with us. When you wish to borrow something, please bring your student ID card.

In the WebCatalogue, you can search for available media at Aalen University. You can find the WebCatalogue on our website ([www.htw-aalen.de/bibliothek](http://www.htw-aalen.de/bibliothek))

Books are lent for 26 days, and Journals are lent for 14 days.

Media with the tag „nicht entleihbar“ cannot be borrowed, only used in the library.

Books can be borrowed at the checkout counter from library staff, or you may check them out yourself at the self-checkout machine.

Books that we do not have in stock can be ordered for a small fee through an Interlibrary Loan. (€1,50 / per ordered item)

## Renewals and Reservations

So that you do not forget to return a book, we will send you an e-mail 2 days before the due date, with a request that you either renew it or return it. This e-mail will be sent to your student e-mail address: [StudentIDNumber@studmail.htw-aalen.de](mailto:StudentIDNumber@studmail.htw-aalen.de)

You are able to renew a book six times. However, once the media is reserved, no more renewals are possible.

To renew your media, you can:

- Ask in person at the information desk
- By telephone at: 07361-576-4805 /4803
- By e-mail at: [bibliothek@htw-aalen.de](mailto:bibliothek@htw-aalen.de)
- On our homepage: [webcatalogue](#) – my account

# ...in brief

## Overdue Media Fees

If you have forgotten to return a book, despite the e-mail reminders, you will be assessed late fees.

The first warning will be sent by e-mail, further warnings will follow by post.

The fees are as follows:

1st Warning: 1,50 Euro / per Media

2nd Warning: Extra 5 Euro / per Media

3rd Warning: Extra 5 Euro / per Media

The warnings will be sent weekly.

## Backpacks and Bags

Bags can be brought into the library.

## Registration Computer

There are several computers available. To register, you need the login data of the data centre. For those looking for media, please use the edited directory on the library's webpage.

## Electronic Offerings and OpenVPN

Our eBooks and data banks can be used through the campus network with a computer. If you would like to see our electronic offerings at home, it is possible, but you must have OpenVPN installed.

## Book Return Box

If you are not able to make it to our opening hours, you still have the possibility of returning books through our book return box. If you return a book in this way, it will be reflected on your account on the next working day.