

Borrowing materials - key information at a glance

It is recommended that you bring your student card (StudiCard) or guest card (Gastkarte) with you, if you wish to borrow materials, pay fines, etc. To use the OPAC self-service functions, you will need your borrower number, which you will find under the barcode of your student card or guest card.

In general, the loan period is 28 days (4 weeks) and for journals one week. Journals of the current year may not be borrowed. Books which may not be borrowed (reference books) are marked with a red label and are shown in OPAC as 'For reference use only' or 'Not for loan' under 'Status.'

Students and teaching staff of the Ludwigshafen University of Applied Sciences can borrow up to 80 items; external users can borrow up to 40 items.

Books must be returned on the due date, unless the loan period has been renewed within the last three days of the current loan period. Books which have been reserved by another library user cannot be renewed and must be returned by the due date.

Loan periods may be renewed by email, telephone, online via OPAC or in person in the library. Please note that you should receive a prompt response to your email request. If you do not receive a prompt response by email, it could be that your email did not reach us. Should you decide to renew materials via OPAC, simply go to <https://opac.hs-lu.de/alipac/> and click on 'Borrower Card' (Benutzerausweis). For the first login, use your borrower number under the barcode on your student card or guest card for 'borrower number' and 'password.' For security reasons, we advise you to change your password as soon as possible.

Students of the University of Applied Sciences Ludwigshafen have to hand in the books after the 5th successive renewal of the loan period.

Non-university members (guest card holders) have to hand in the books after the 2nd successive renewal of the loan period.

A fine is charged for overdue materials. If your account has an outstanding balance of €5.00 or more, your borrowing privilege will be withdrawn until the outstanding amount is paid.

The fines for overdue materials are as follows:

1st reminder per item by email	€ 1.00
2nd reminder per item by email	€ 1.00
3rd reminder per item by email	€ 2.50
4 th reminder per item*	€ 2.50

*Postage costs apply to the fourth reminder

After the fourth recall notice you receive a replacement invoice for the item(s) still outstanding, and your user account will be frozen.

Materials which are currently on loan may be reserved. When the items are returned, you will be notified by email. The material will be reserved for you for a period of seven days.

Books or articles which are not in our collection can be ordered via inter-library-loan.

A fee of €4.50 is charged for each item borrowed via inter-library loan. Students and other beneficiaries as set out in the Special Schedule of Fees for Rhineland-Palatinate are required to pay a reduced fee of €3.00 per item.

Items borrowed via inter-library loan have their own loan periods and overdue items are subject to overdue fines. Please be aware that renewals are not always possible.