

Charges

By clicking the tab "**Kosten**" you get an overview about incurred charges (overdue fines).

Password

Standard password: during the library registration you will get a standard password. It is your date of birth in the form DDMMYY (example: 030590)

Changing the password: click the button "**Benutzerkonto**" in the OPAC and after the login change to the tab "**Passwort**".

You will receive a form to enter a new password.

Forgetting the password: if you forgot your password, please contact a staff member at the issue desk or the information.

Ending the Session

If you leave the OPAC, please click the button "**Abmelden**" on the left-hand side.

Opening hours

Monday	9:00 – 20:00 *
Tuesday	9:00 – 20:00 *
Wednesday	9:00 – 20:00 *
Thursday	9:00 – 20:00 *
Friday	9:00 – 17:00

*** from 18:00 reading time; limited service**

(limited service = self-checkout system, no fines, no expert advice and no library-oriented services)

Opening hours during semester breaks

Monday-Thursday	9:00 – 16:00
Friday	9:00 – 13:00

Contact:
Information 03631 420-184
Issue desk 03631 420-185

Address:
Weinberghof 4

99734 Nordhausen

Fax: 03631 420-815
E-Mail: bibliothek@hs-nordhausen.de

<http://www.hs-nordhausen.de/bibliothek.html>



University library

OPAC
Online Public Access Catalogue

The online-catalogue

of the University of Applied Sciences Nordhausen records all available types of media: books, periodicals, cassettes, videos, CD-ROMs, DVDs etc.

You will find the online-catalogue on the Internet at the address

<http://www.hs-nordhausen.de>.

By clicking "FHN-Quick-Links" and then "OPAC" you will start the catalogue.

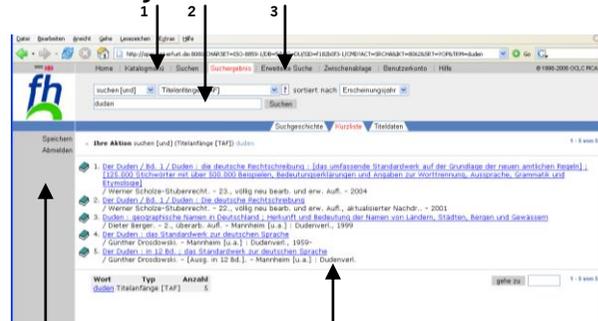
Catalogue functions

- **searching** for books or other media
- **ordering and reserving media**
- **information** about the own library account for example to
 - * extend the loan period
 - * change your password

Handling

The online-catalogue offers the opportunity to make inquiries via a mouse click and filling in text boxes. There is also an online-help. Furthermore you can always ask the staff members at the information (ground-floor besides the issue desk) if you have any questions or problems.

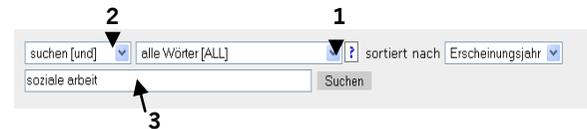
Screen layout



- 1 menu bar with a storage facility and access to your library account
- 2 search form with a drop-down menu and text gadget
- 3 advanced search
- 4 display of results

Search

You have to formulate the retrieval query with the electronic search form.



- 1 range of search categories
- 2 range of search methods
- 3 search form

At first choose a search category (1) and enter one or more search keywords (separated with a whitespace) into the search field (3).

The keywords will be linked dependent on the search method.

To restrict the search query by the type of material, the year of publication, languages or countries you have to use the **advanced search** (screen layout, point 3).

Lists and full records

If there are several results for your query, you will see them as a list. If you want to see the full record of one title, you have to click on this title.

If there is just one result for your query, you will see it directly as a full record.

At the end of the full record you will find information about the location of this medium and if it is on loan. Also you can see, if this medium may be borrowed or not.

Titel: Einstein : eine Biographie
 Verfasser: Neffe, Jürgen
 Ausgabe: 6. Aufl.
 Erschienen: Reinbek bei Hamburg : Rowohlt, 2005
 Umfang: 490 S. : Ill.
 Standort: Lesesaal
 Signatur: UB 3152 N383(6)
 Ausleihstatus: Ausleihbar
 Bitte selbst am Standort Lesesaal 1. OG entnehmen

Standort: Lesesaal
 Signatur: UB 3152 N383(6)
 Ausleihstatus: Ausleihbar
 Ausgeliehen ➡ [Vormerken](#)

Order and reservation

To order a medium from the stacks or to reserve a borrowed book, you have to click on the buttons "**Bestellen**" or "**Vormerken**". Then you have to follow the command prompt.

The library account

Click the button "**Benutzerkonto**" in the upper screen area (screen layout, point 1) and enter the number of your library card (beneath the barcode) and your password.

By clicking the appropriate tabs you will see the following data:

- user data (personal data)
- borrowed and ordered media (**Entleihungen**)
- Reservations (**Vormerkungen**)
- charges (incurred costs) (**Kosten**)
- Password (change the password) (**Passwort**)

Always leave your library account with the button "**Schließen**" on the left-hand side of the screen.

Extend the loan period

At first you have to register in your library account. You can see your borrowed books by clicking on the tab "**Entleihungen**". To extend the loan period mark the media and click the button "**Verlängern**". Now you have extended the loan period for 4 weeks.

Reservations

The tab "**Vormerkungen**" shows the list of your reservations. Please note: if someone gave one of your reserved books back, you will now find it under the tab "Entleihungen". Reservations are free of charge.