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**Universität  
Oldenburg**

**BIS**  
Bibliotheks- und  
Informationssystem

# Getting started in BIS

A Do-it-yourself Tour  
through the Library





## Welcome to the University Library

Are you new to the university library? This brochure takes you on a tour through the library. There are 14 stations. Follow the dotted lines on the maps and learn about the library and information system of the University of Oldenburg.

The university library holds more than 1.3 million books as well as electronic resources on a wide range of subjects.

Have fun  
Your library team

Please find our current  
opening hours and services  
on our website:



### Map legend

- 1** Station
- a** Substation
- ..... Tour path through the library
- Information for university members
- Information for external visitors



## 5 ORBISplus

Use these workstations to search our portal ORBIS-plus and find the location information (call number) for our books and journals as well as an overview of our electronic resources (e.g. e-books and articles as well as databases).

- a Select a library
- b Online registration form and log in to your library account
- c Filter to refine your results
- d Additional functions like e-shelf and citation options.

ORBISplus can also be accessed from home.



### Exercise 1

Research any topic in ORBISplus and write down the location information, the so-called call number, of one book. You will need it at the end of this tour. Make sure that the book has the status "available".

STANDORTE	UB, Zentralbibliothek Campus Haarentor – Ebene 3		
DETAILS	pae 001 a BL 7964,8		
WEITERE LINKS	<a href="#">Details anzeigen</a>		
EXPORTIEREN	1 - 2 von 2 Datensätzen		
STRICHCODE	BENUTZUNG	HINWEIS	STATUS
24873172	30 Tage ausleihbar		verfügbar

Our holdings are sorted by subjects and within the subjects by topic. In this way, you can find books on your research subject close together. As the BIS is a so-called open-stack library, most of our holdings are freely accessible.

Books can usually be borrowed for 30 days.

biogra\* goethe

0 selected PAGE 1 43,481 Results

- 1  **BOOK**  
**Goethes Weltansichten : auch eine Biographie**  
Wolf von Engelhardt (1910-2008)  
Weimar: Böhlau, 2007
- 2  **E-BOOK**  
**Goethe - Begegnungen und Gespräche.**  
Berlin : De Gruyter, 2014
- 3  **BOOK**  
**Goethe : [die Comic-Biographie]**  
1. Aufl., Köln München: EGMONT ; Goethe-Institut, 2007
- 4  **BOOK**

Refine results

Sort by Relevance

Resource Type

- E-Books (1,315)
- Books (418)
- Articles (26,052)
- E-Book Chapters (7,697)
- Reviews (7,140)
- [Show More](#)

Creation Date

From To





## 12 Multimedia Centre and Learning Lab

The media library houses one of the most extensive collections of audiovisual media nationwide. The test collection for psychological test procedures is also located here.

Adjacent to the media library is the Learning Lab. In addition to trying out digital tools such as smartboards and VR glasses, workshops on podcast, video and audio editing techniques are also held there.

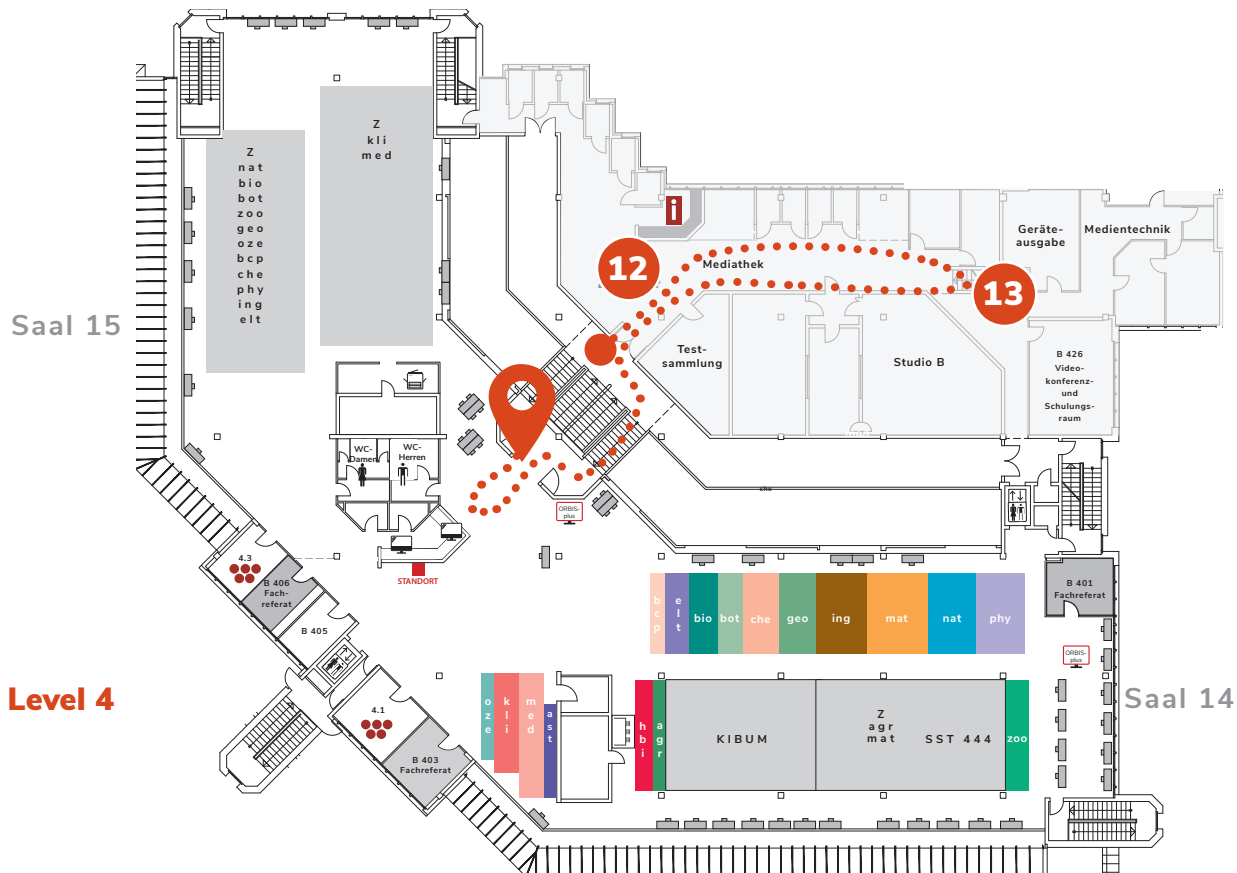
The current opening hours can be found on our homepage. Alternatively, you can reach us at [bis-info@uol.de](mailto:bis-info@uol.de).

## 13 Media Technology and Production

Among other things, the media technology department is responsible for the lecture-hall equipment as well as for audio and video production. University members can borrow camcorders, voice recorders and other equipment as well as transcription software (reservation required).

### Exercise 2

Try to find the book you identified in exercise 1. Having problems? Get help on the next page.



## 14 Departmental Library on Wechloy Campus

Some of the library's holdings on natural science are located in the departmental library on Wechloy Campus.



Books and journals of the departmental library are marked with a "4" preceding the call number and they can be borrowed for 14 days.

### a 1st level

The information and circulation desk as well as the IT Help Desk are in the entrance area of the first level. The textbook collection and workstations with PCs are also located there.



### b 2nd level

Take the spiral staircase to reach the second level, where you can find the books and journals of the departmental library as well as rooms for groups and further workstations.





## FAQ – Short FAQ of the library

### How do I find a book in the library?

CODE	Explanation
N	Status e.g. "N" = reference holdings (not available for loan)
jur	Subject code jur = Law (level 1, area 2) Each subject is in a specific area on a library level. Lists and overview maps on each level help you orient yourself.
021	Classification number 021=Method of law interpretation. Each book is assigned to a topic by number. Signs with ranges of numbers at the ends of the shelves help you find the right shelf.
DD 0760	Inventory number Each book is given a number, to help find it on the shelf.

### How do I get media from a stack room or special location?

Log in to your library account to search for stack holdings in ORBISplus and order them via the Reservation/Request button.

For information on books from special locations use the button Location details.

### How do I access media that are not listed in ORBISplus?

#### You have the options of:

- Submitting an acquisition suggestion.  
(The responsible subject librarian checks whether an acquisition is possible.)
- Ordering media via interlibrary loan from another library (€ 1.50 per order).



### How do I get electronic resources?

FULL TEXT

#### Full-text button

Link to the e-resource

FEEDBACK

#### Feedback button

Notify us of problems

**University students, faculty or staff** can access our electronic resources directly via the "Full text" button after logging in on a PC with the university ID. Off campus an authentication with the individual university ID is necessary after clicking on "Full text".

**Users who are not university students, faculty or staff** can use designated library computers to access electronic resources via the "Full text" button. Inquire at the Central Information desk for further information as well as log-in data. Access from home is not possible.



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