

## For beginners and new students

### This is the Campus Library

The Campus Library Flensburg (ZHB) is a joint institution of Flensburg University of Applied Sciences and the Europa-Universität Flensburg.

The ZHB and its services are available to all students, researchers and teaching staff as well as to the general public.

### Library tours & courses

Using an academic library is not self-explanatory. The best way to learn your way around the Campus Library is to take a [tour](#).

The Campus Library offers [training courses](#) to enable you to find all the media and resources you (may) need for your studies.

**Please note:** For some new students the tutors at the Europa-Universität Flensburg (EUF) and the mentors at Flensburg University of Applied Sciences (FUAS) offer their own tours of the Campus Library.

### Map of the ZHB

The [map](#) indicates the location of the items available in the Campus Library. As the stock is shelved alphabetically according to their shelf-mark, only the first and last shelf-marks for each row of shelves are shown on the map.

### Library card

You need a library card to borrow media or use the [internet workstations](#). You can [apply](#) for your library card online.

### Loan and inter-library loan services

Most items and media are available for a [loan](#) period of four weeks. You can [renew your loans](#) online. Items and media which are not held by the Campus Library can be ordered as inter-library loans. If you have reserved an item currently on loan or ordered an [inter-library loan](#), you will receive an email notification as soon as the item is available.

### Assistance with literature search

The staff at the [Information Desk](#) on the 1st floor centre offers assistance and advice for your [literature search](#).

### Study spaces

The Campus Library is a place for studying and offers [spaces for group work and individual studying](#) and an [individual work room](#).

These rooms **cannot be reserved**.

### Printing and photocopying

[Computer workstations](#) and [photocopiers/printers](#) are available at the Campus Library. All photocopiers work cashless. You can buy copy cards at the service desk.

### Wi-Fi/VPN

As a member of the Flensburg universities you have [Wi-Fi access](#) in the library building and in the [STUDYbox](#).

Off Campus members of the Flensburg universities need access via [VPN](#) to use the electronic resources.

Members of the Europa-Universität Flensburg may also use Shibboleth for authentication. You can find more information [here](#). **Note:** not all E-resources are available via Shibboleth.

### [Registration for a library card](#)

### Opening hours of the ZHB

<b>Mon - Fri</b>	08 a.m. to 09 p.m.
<b>Sat</b>	10 a.m. to 06 p.m.

### Advice on lending, exmatriculation, fees, ect.

<b>Mon - Fri</b>	09:30 a.m. to 04:30 p.m.
<b>Sat</b>	no advice possible

The ZHB is closed on public holidays

### Reference management and academic writing

Training and advice on [academic writing](#) are offered at the library. In addition the Campus Library offers courses on [reference management with Citavi](#).

### House & Library Regulations

Smoking, foods and drinks (with the exception of water) are not permitted in the Campus Library. Food and beverages brought along must be deposited in the lockers in the entrance area. Neither pets nor bicycles may be taken inside the building. In the interest of those studying, please remain quiet in the library.

The [House Rules](#) (only available in German) of the Europa-Universität Flensburg (EUF) and the [Library Regulations of the Campus Library](#) apply.

### Costs

The Campus Library may be used free of charge. There are [fees and charges](#) for reservations, overdue notices and inter-library loans.

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