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Where is what and how do I access it?

The Campus Library's freely accessible stock is shelved alphabetically based on shelf-mark groups in accordance with the [Regensburger Verbundklassifikation \(RVK\)](#).

This stock also includes some of the special locations.

Special locations are indicated in the catalogue and can be identified by an annotation above the shelf-mark.

Standard media (without special location or annotation)

Media without any further annotation or information on its location can be found on the 1st and 2nd floors (white shelf-mark). The majority of the Campus Library's stock consists of such media.

AA starts on the 2nd floor south and ZZ ends on the 1st floor north.

Use the [maps](#) provided in the library to help you find your way.

Please note that in some cases older stock may be found with shelf-marks that are not part of the RVK. These start with only one uppercase letter or an uppercase letter followed by one or two lowercase letters.

Such stock has been shelved ahead of the corresponding RVK shelf-mark groups.

For instance, "T" or "Te" designates the old classification category "engineering", whereas ZG to ZS stand for "engineering" in the RVK system.

Therefore, "T" and "Te" can be found in between the "ZE" and "ZG" shelf-marks.

Location: School books (Schul)

School books (yellow shelf-mark) can be found in the southern wing of the basement.

Standard loan periods and conditions apply.

Location: Course reserve/not lendable

Media from the course reserves can be found at their regular locations and are identifiable by a blue stripe below the shelf mark. Course reserves may not be borrowed. For an overview of the course reserves and further information please follow this [link](#).

Location: Reading Room (L-S)/Short-term loan

You can borrow books from the reading room (green shelf-mark) as short-term loans.

For short-term loans the loan period is overnight or over the weekend.

Short-term loans cannot be renewed.

Please keep in mind that you will receive a daily reminder in case you do not return these items in due time. An extra fine is charged for these reminders.

[Map](#)

Information desk

Tel.: +49 461 805-2916

info@zhb-flensburg.de

Zentrale Hochschulbibliothek

Flensburg - 1st floor, centre

Opening hours of the Information Desk

Mon - Fri 10 a.m. - 04 p.m.

The ZHB is closed on public holidays!

Journals

The latest editions and a few bound journals are **not for loan**. You can find the latest issues on the first floor centre.

Older volumes are shelved in the southern wing of the basement, accessible via the south side staircase.

Some journals are only available from the service desk and you will need your library card to access them.

Bound journals from the basement can be borrowed as short-term loans.

Short-term loans can only be borrowed overnight or over the weekend. They cannot be renewed.

Please keep in mind that you will receive a daily reminder in case you do not return these items in due time. An extra fine is charged for these reminders.

Some items are not freely accessible. This is indicated in the location information provided above the shelf-mark.

Location: Closed Stack (Mag) and Closed Journal Stag (ZMAGG)

Media from closed magazines are ordered via the ordering function of our catalogue. Your order will then be available at our service desk from 12:00 noon on the following working day.

Please note that the media are only available for pick-up within 2 working days.

Please make sure to read the information provided in the catalogue carefully: These items are often older items, some of which may not be borrowed.

Location: Service desk (Theke)

Please make a note of the shelf-mark and contact the staff at the service desk, as these items are not freely accessible.

Standard loan periods and conditions apply.

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