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Dear members of the South Westphalia University of Applied Sciences,

This brochure provides an overview of the available library services, allowing you to find out what forms of media we offer, where to find them, and how you can use them.

For further information, please visit our website at www.fh-swf.de/bib

We would also be happy to advise you in person – on site or online.

We look forward to your visit!
Your Library Team
One Library – Four Branches

**Branch Library Hagen**
Haldener Straße 182
58095 Hagen
Tel. +49 2331 9330-605
hagen-bib@fh-swf.de

**Branch Library Iserlohn**
Frauenstuhlweg 31
58644 Iserlohn
Tel. +49 2371 566-156
iserlohn-bib@fh-swf.de

**Branch Library Meschede**
Lindenstraße 53
59872 Meschede
Tel. +49 291 9910-120
meschede-bib@fh-swf.de

**Branch Library Soest**
Lübecker Ring 2
59494 Soest
Tel. +49 2921 378-3303
soest-bib@fh-swf.de
Library Services – An Overview

The university library, having its administration in Hagen, is comprised of four branch libraries located at the campuses of South Westphalia University. The literature supply in Lüdenscheid is ensured by cooperating with the city library there.

The university library serves students, lecturers, and staff of the university as a media centre as well as a place for learning and a source of information.

Media
You will find the full range of media here, for example:
- Print media: books, journals, newspapers
- Electronic media: e-books, e-journals, databases, standards

All forms of media are accounted for in the online catalogue KAI. The media we have made available is based on the fields of study of the university and contains interdisciplinary basic literature.

Learning Facilities
Each branch library offers individual or group workstations. Research and multimedia computers are available as well as Wi-Fi hotspots for internet access with your own mobile devices.

You can manage material you have on loan from your home and outside the opening times through your user account in KAI. In addition, you can reserve material or extend loans in this manner. Our electronic media is also available outside the university via the Off-Campus-Access.
Information, Consulting, and Training

The library is your point of contact regarding all questions of literature and information searches. You have at your disposal various ways to reach us: a visit in person at your branch library or through our central e-mail address e-Auskunft@fh-swf.de. For extensive individual consulting, for example before starting to write your thesis, we offer research consulting hours on Hagen campus or online.
Your university ID card Chiporello is at the same time your library card. Before you can borrow items, the card must be activated. This is to be done in person in your branch library (Hagen, Iserlohn, Meschede, or Soest).

Be sure to bring your Chiporello. You will need to bring an official identity document with a photograph, if your Chiporello is not personalised.

You may access the library’s electronic media without the above mentioned library activation.

KAI, the Online Catalogue

Our printed and electronic media are available in the online catalogue KAI. Additionally, the media from the library of Fern-Universität Hagen can be researched.

kai.fh-swf.de

- Print media: books, magazines, newspapers
- Electronic media: e-books, e-journals, databases, standards

More functions are available to you after logging into the user account with your university access data.
You can register in KAI and manage your library loans with your university password: kai.fh-swf.de

You will receive the access data separately per e-mail: Students, who already are enrolled, from the Student Service Office and university staff from the University Administration.

- **Place Hold**
  You can request available media from our branch libraries free of charge via the ‘Request Function.’ You will be notified by e-mail when the request can be attained.

- **Reservations**
  If media are borrowed by other users you can request them via a reservation. You will be notified by e-mail when the requested media can be attained.

- **Loan Extensions**
  The regular loan period is 30 days. Afterwards, the period can be extended as long as the media has not been reserved. The loan extension must be made no later than the last day of the original loan period.

Further functions of KAI:

- **Charge(s) Information**
  The charges must be paid at the library.

- **Creating a Bibliography**
  You can create your own bibliography (privately or publicly available) in order to manage your research or to make it available to other users.

- **Marking Favorites**
  Favorites are media that you have saved during a research for later use. You can manage them in lists as well with tags.

- **Suggest New Title**
  If a desired title is not available in the library, you can send us your suggestion.

- **Interlibrary Loans**
  You can make use of the interlibrary loan service if you want to order an item which is not available in one of our branch libraries. You will be forwarded to the interlibrary loan portal DigiBib.
Off-Campus-Access to E-Media

Using your university access data, you have access to e-books, e-journals, and databases from outside the campus. You will receive the access data separately by e-mail: Students, who already are enrolled, from the Student Service Office and university staff from the University Administration.

Conducting research via KAI: kai.fh-swf.de

1. Select the desired title.
2. Click on the link »Volltext – FH Südwestfalen«.
3. Use your university access data to fill in the login form in the university network.
4. You will be forwarded to the desired title at the publisher’s website.

As an alternative to the Off-Campus-Access you can install the VPN-Client from the university website. Your contact persons are members of the IT-Services staff: www.fh-swf.de/its
Interlibrary Loans

Interlibrary loans are literature requests from other libraries when the item in question is not available in any of our branch libraries. You can request both books and copies of individual chapters or papers.

The access to the interlibrary loan portal DigiBib is obtained via your user account in KAI: kai.fh-swf.de

Tips
– Be sure to check in KAI whether or not a medium is available in our library.
– An interlibrary loan is not necessary to borrow media from other branches of our library. In this case an internal university transfer via the request function in KAI is available.
– Individual papers are not locatable in KAI and have to be researched in literature databases.
– Each interlibrary loan costs a €1.50 processing fee.

Information and tutorials regarding interlibrary loans can be found at our homepage.

INFO and Contact
fernleihe@fh-swf.de
www.fh-swf.de/bib
Databases list literature on a specific topic or formal aspect (business administration, e-journals, etc.). They can be purely bibliographic or in connection with the complete text.

Advice for your research

Individual articles from e-journals, standards, etc. cannot be researched in KAI. For this sort of research, you need to make use of the databases.

Databases are listed in KAI. An overview can be obtained here: kai.fh-swf.de/Datenbanken

Access is also possible via the subject guides: www.fh-swf.de/cms/bib/facheinstieg
Some of our databases are:

- **SpringerLink:**
  In this interdisciplinary database you will find e-books and e-journals, e.g. from the fields of business administration, natural sciences, and technology. You receive bibliographical references to the titles. In case of an existing license, you can directly access the complete text.

- **TEMA:**
  The database lists literature on TEchnology and MAnagement. You receive bibliographical references and can carry out an availability research.

- **WISO:**
  This database for business administration contains literature from magazines and newspapers as well as company information and market data. In addition, e-journals from various technical fields are included. Access to the complete texts is available.

- **Perinorm:**
  The database includes national and international standards and regulations. The current valid DIN-standards and VDI-regulations are accessible. VDE-regulations are available online via a further portal, the VDE-rules and regulations.

- **Statista:**
  The portal provides access to industry or company statistics and current topics from many fields of studies and further sources.
Courses and E-Learning

We offer courses on different topics in various formats:

- Library introduction
- Research I
- Research II
- Citavi (Reference Management)
- Special courses, such as about standards, internet sources, or quoting

Our trainings are conducted as classroom events at the university locations or as online-seminars (webinars).

Regardless of your location, you can participate remotely on webinars via your own mobile device. You only need, when applicable, a headset. For further information, please visit our website.

The courses take place at fixed dates and, upon request, at selected dates.

Via the learning platform Moodle, we offer individual modules as self-study courses.

INFO and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/bib
E-Learning (Moodle)

In order to make learning easier regardless of time and place, we have provided various courses about the use of the library and literature research via the learning platform Moodle. Thereby we offer the opportunity to, upon completion of certain courses, attain certification. To learn more about this, see the next point Library Certificate.

For using the learning platform Moodle, please open www.elearning.fh-swf.de in your browser and log in with your university password. You can select »Bibliothek« under the menu heading »Kursbereiche« and register for our courses. These are only available in German.

Library Certificate

As certification of your research competency you can obtain a library certificate.

For this purpose, you need to complete two mandatory modules, Research I and II, as well as one of the two elective modules Quoting and/or Citavi. Simply choose the form that is right for you:

- In-class training (in English or German)
- Attendance of a webinar (in English or German)
- Self-study of the material in the Moodle course (in German)

Upon completion you need to take the corresponding Moodle test and, after passing the single modules, print the respective verifications. The library gladly provides a certificate when presented with the verifications.
Citavi

Citavi assists you with academic literature research: from the reference management to knowledge organisation and task management all the way to the creation of the bibliography.

There is a licensed version available to our university members. In addition to the cost-free version, it offers editing of projects in teams and the management of an unlimited number of references.

You can learn how to activate the licensed version on our website: www.fh-swf.de/citavi

The library offers an introductory course to Citavi every semester as a course on site or online as webinar. Individual instruction appointments can be arranged upon request.

Standards Centre

The Standards Centre offers university members DIN-standards, VDI-guidelines, and VDE-regulations online in the complete text. These are made available via the databases Perinorm and the VDE-regulations that are both documented in KAI. Further standards are available in the library. They can be ordered in printed form by university members.
Research Consulting Hours

In the research consulting hours we provide individual and topic-related research assistance for the preparation of written assignments and final theses. The consultation is done only upon registration in Hagen or location-independent online with Adobe Connect.

INFO and Contact
e-Auskunft@fh-swf.de
www.fh-swf.de/bib

Wi-Fi and Technical Equipment

Wi-Fi:
– There is full-coverage Wi-Fi in all branch libraries.
– Information about the use of Wi-Fi can be found on the IT-Service pages: www.fh-swf.de/its

PCs:
– Research hubs are available in all branch libraries.

Copier, printer, and scanner:
– Multifunction devices are available at all locations.
Information via e-mail
e-Auskunft@fh-swf.de

We gladly assist you regarding questions about the use of the library and the media collection.

Branch Library Hagen
Haldener Straße 182
58095 Hagen
Tel. +49 2331 9330-605
hagen-bib@fh-swf.de

Monday 8:00 a.m. – 8:30 p.m., service-free 5:30 – 8:30 p.m.
Tuesday 8:00 a.m. – 8:30 p.m., service-free 5:30 – 8:30 p.m.
Wednesday 8:00 a.m. – 8:30 p.m., service-free 5:30 – 8:30 p.m.
Thursday 8:00 a.m. – 8:30 p.m., service-free 5:30 – 8:30 p.m.
Friday 8:00 a.m. – 7:00 p.m., service-free 4:00 – 7:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m., service-free 2:00 – 5:00 p.m.

During the service-free times the library staff is no longer available. The rooms and media collection on site may still be used, however, consulting services as well as the borrowing or returning of media is not possible.

Branch Library Iserlohn
Frauenstuhlweg 31
58644 Iserlohn
Tel. +49 2371 566-156
iserlohn-bib@fh-swf.de

Monday 8:00 a.m. – 5:30 p.m. Thursday 8:00 a.m. – 5:30 p.m.
Tuesday 8:00 a.m. – 5:30 p.m. Friday 8:00 a.m. – 4:00 p.m.
Wednesday 8:00 a.m. – 5:30 p.m. Saturday 10:00 a.m. – 2:00 p.m.
Branch Library Meschede
Lindenstraße 53
59872 Meschede
Tel. +49 291 9910-120
meschede-bib@fh-swf.de

Monday 8:00 a.m. – 6:00 p.m.  Thursday 8:00 a.m. – 6:00 p.m.
Tuesday 8:00 a.m. – 6:00 p.m.  Friday 8:00 a.m. – 4:00 p.m.
Wednesday 8:00 a.m. – 6:00 p.m.  Saturday 10:00 a.m. – 2:00 p.m.

Branch Library Soest
Lübecker Ring 2
59494 Soest
Tel. +49 2921 378-3303
soest-bib@fh-swf.de

Monday 8:00 a.m. – 6:00 p.m.  Thursday 8:00 a.m. – 6:00 p.m.
Tuesday 8:00 a.m. – 6:00 p.m.  Friday 8:00 a.m. – 4:00 p.m.
Wednesday 8:00 a.m. – 6:00 p.m.  Saturday 10:00 a.m. – 2:00 p.m.

Lüdenscheid
Members of the South Westphalia University on Lüdenscheid campus are provided a media delivery service for literature and information. Additionally, there is cooperation with the Lüdenscheid Public Library. Detailed information regarding these services and announcements, for example changes to opening times, can be found on our homepage: www.fh-swf.de/bib