



How to use the guest card: information for guest card holders

Last update: October 2023

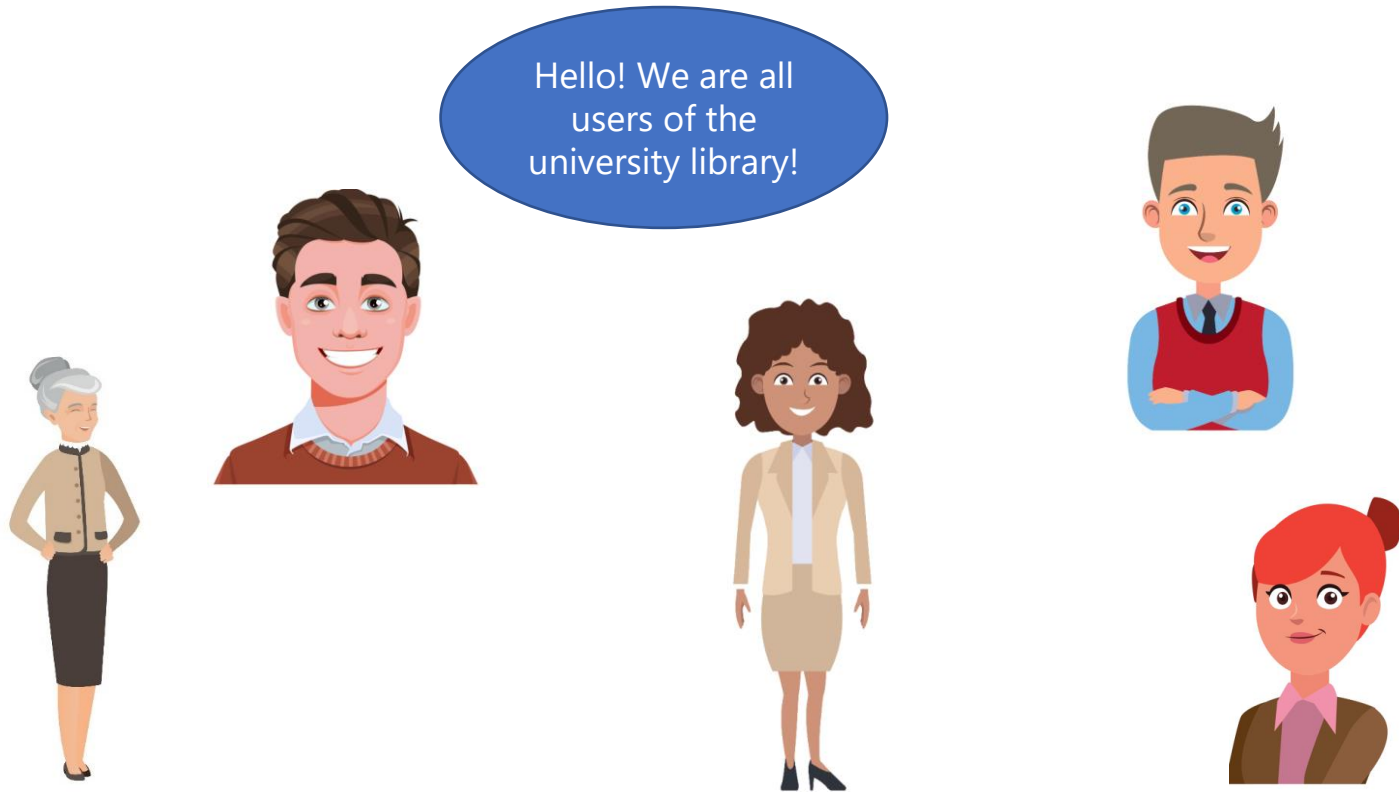
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Not only students
can use the services
of the library!



We present you the
library's **guestcard**
and its functions!



1. General information about the *guest card*: one card for different applications

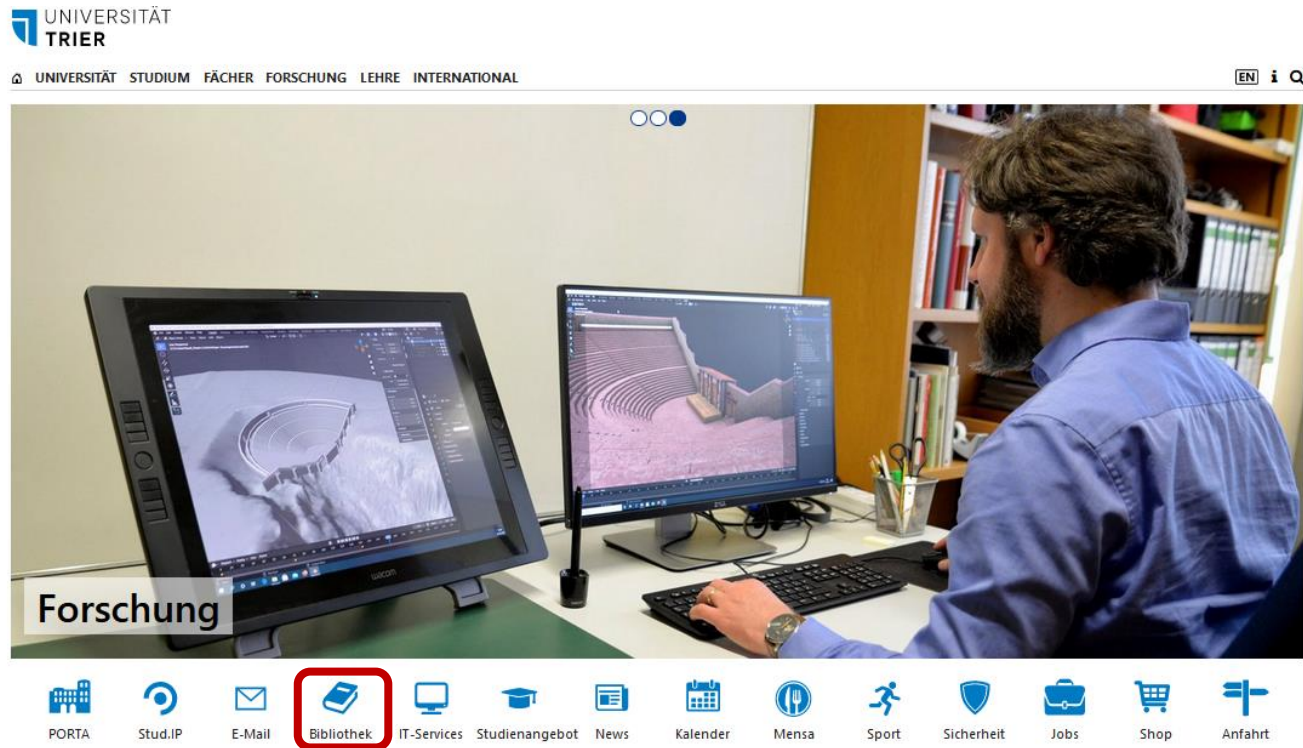


Borrow media from the university library and reserve them, view the user account

Payment function for mensa, cafeteria, copiers

Access to e-books, e-journals and databases within the library

All information about using both the library and *guest card* can be found at the university's homepage (www.uni-trier.de) → click on the book symbol → at the library's homepage click in the menu on **A-Z** → select **Gästekarte**



Here you will find information about the functions of the *guest card* as well as a registration form to print out. Please bring the completed form and your identity card with the current address. Persons from non-EU countries can obtain a guest card if they are still staying in Germany **for at least 3 months**. The *guest card* can be applied for at the central circulation desk in the entrance area of the library or at the information desk.

[zurück zur Übersicht](#)

Gästekarte

Personen, die nicht der Universität angehören, können eine Ausleihkarte beantragen, die sowohl technisch wie im äußeren Erscheinungsbild der **TUNIKA** angeglichen ist. Mit der Gästekarte können Sie ausleihen, Ihr eigenes Ausleihkonto einsehen, ausgeliehene Bücher **vormerken** und die **Online-Fernleihe** nutzen. Außerdem enthält die Karte eine elektronische „Geldbörse“ zur Zahlung von Bibliotheksgebühren, Kopien an den Kopierern in der Bibliothek und für Essen in der Mensa. Die Gästekarte ermöglicht keinen Internetzugang in den **PC-Pools** oder über **WLAN** und keinen Zugriff auf lizenzierte **Datenbanken** von außerhalb der Bibliothek.

Die Gästekarte kann nur persönlich beantragt werden: Bei der **Auskunft** im Erdgeschoss der Bibliothekszentrale oder, falls diese nicht besetzt ist, am **Zentralschalter** der Bibliothek.

Das **Anmeldeformular** kann vorab als PDF-Datei heruntergeladen, am Bildschirm ausgefüllt und ausgedruckt mitgebracht werden.

TOP-LINKS

- ▶ [Reservierung Gruppenräume](#)
- ▶ [TRICAT \(Bibliothekskatalog\)](#)
- ▶ [Datenbanken \(DBIS\)](#)
- ▶ [Elektronische Zeitschriften](#)
- ▶ [Digitale Bibliothek \(DigiBib\)](#)
- ▶ [OPUS \(Publikationsserver\)](#)
- ▶ [Digitalisierungsprojekte](#)



Payment of the production fee (depending on the user group) is possible at a TUKAN vending machine, e.g. in the library center in the entrance area. Please use the EC-card function. The production of the *guest card* takes about 1 week.



Please also note the instructions [„Anleitung“](#) in the A-Z entry under „Gästekarte“ on how to pay for the *guest card*





I have just picked up my *guest card* at the central circulation desk. Convenient that you are notified by e-mail when it is ready!

Now you can start with the literature search!



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2. The functions of the *guest card*

The library can be used by anyone with an academic interest.

If you would like to borrow media and use other library services, you can apply for a *guest card*.

With the integrated electronic "wallet" you can pay for library fees, for copies at the multifunctional machines (MFG) in the library and for meals in the cafeteria.

You can also view your own user account, reserve borrowed books and use the online interlibrary loan service.

However, the *guest card* does not allow you to access the internet in the PC pools or the university's wifi and does not allow access to licensed databases from **outside** the library.

To use the search portal TRiCAT, select one of the links at the University Library homepage. The literature search is possible without registration. To reserve borrowed literature and to view your own user account, please log in to TRiCAT.

TRiCAT KATALOGSUCHE

Suche im TRiCAT ...

Aktuelle Meldungen

Seite 1 von 2

TOP-LINKS

- ▶ Reservierung Gruppenräume
- ▶ TRiCAT (Bibliothekskatalog)
- ▶ Datenbanken (DBIS)
- ▶ Elektronische Zeitschriften
- ▶ Digitale Bibliothek (DigiBib)
- ▶ OPUS (Publikationsserver)
- ▶ Digitalisierungsprojekte
- ▶ Ausstellungen



On any TRiCAT page you can change the language setting in the upper right corner under „Menu“.



The screenshot shows the TRiCAT website header. The top navigation bar is blue and contains the TRiCAT logo, navigation links (HOMEPAGE, NEUE SUCHE, INDEXSUCHE, FERNLEIHE, HILFE, DBIS, ...), and user options (Anmelden, Menü). The search bar is white with the placeholder text "Alles durchsuchen" and a search icon. The language setting menu is open, showing "Display Language: English" and other options like "User Account", "RefWorks", "My Favorites", and "Search History".

TRICAT | Universität
Trier

HOMEPAGE NEUE SUCHE INDEXSUCHE FERNLEIHE HILFE DBIS ... Anmelden Menü

Alles durchsuchen / Katalog

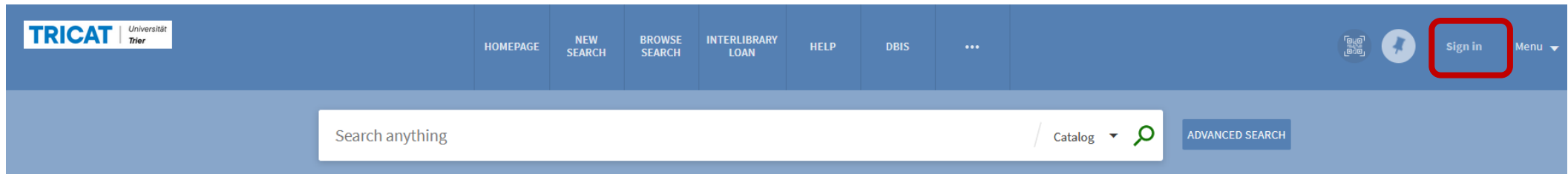
ERWEITERN


Display Language: **English**


- User Account
- RW RefWorks
- My Favorites
- Search History

The user account

You can log in on the TRiCAT homepage. Select at the top right "Sign in" and enter the first 8 digits of the UBT number (example: 40012345) and the password. The password is preset with your date of birth: DDMMYYYY. Example: 01041990.



 **Benutzername** Eight-digit number on the card

 **Passwort** Eight digits of the date of birth (TTMMJJJJ)

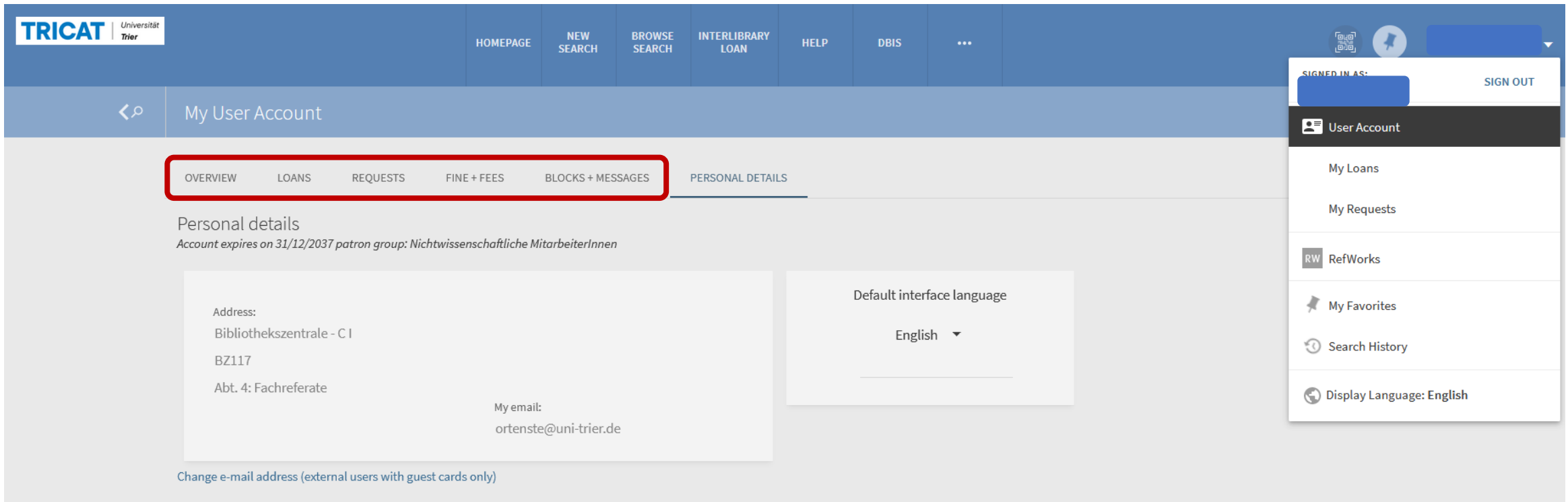
Anmeldung nicht speichern

Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

Anmeldung



Once you have successfully logged in, you can view your borrowing account and make reservations for borrowed books. We also recommend changing the preset password as soon as possible.



The screenshot shows the TRICAT library website's user account interface. At the top, there is a navigation bar with the TRICAT logo and University of Trier name on the left, and menu items: HOMEPAGE, NEW SEARCH, BROWSE SEARCH, INTERLIBRARY LOAN, HELP, and DBIS. On the right of the navigation bar, there is a user profile icon and a dropdown arrow. Below the navigation bar, the page title is "My User Account". A secondary navigation bar contains tabs: OVERVIEW, LOANS, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The "BLOCKS + MESSAGES" tab is highlighted with a red rectangle. The main content area is titled "Personal details" and includes the text "Account expires on 31/12/2037 patron group: Nichtwissenschaftliche MitarbeiterInnen". There are two main sections: one for address information and one for default interface language. The address section shows: Address: Bibliothekszentrale - C I, BZ117, Abt. 4: Fachreferate. The email section shows: My email: ortenste@uni-trier.de. Below the email section is a link: "Change e-mail address (external users with guest cards only)". On the right side, there is a user account dropdown menu with options: User Account, My Loans, My Requests, RefWorks, My Favorites, Search History, and Display Language: English. The "SIGNED IN AS:" section shows a user profile icon and a "SIGN OUT" button.

TRICAT | Universität
Trier

HOMEPAGE NEW SEARCH BROWSE SEARCH INTERLIBRARY LOAN HELP DBIS ...

My User Account

OVERVIEW LOANS REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Personal details
Account expires on 31/12/2037 patron group: Nichtwissenschaftliche MitarbeiterInnen

Address:
Bibliothekszentrale - C I
BZ117
Abt. 4: Fachreferate

My email:
ortenste@uni-trier.de

Change e-mail address (external users with guest cards only)

Default interface language
English

SIGNED IN AS: [User Profile] SIGN OUT

User Account

My Loans

My Requests

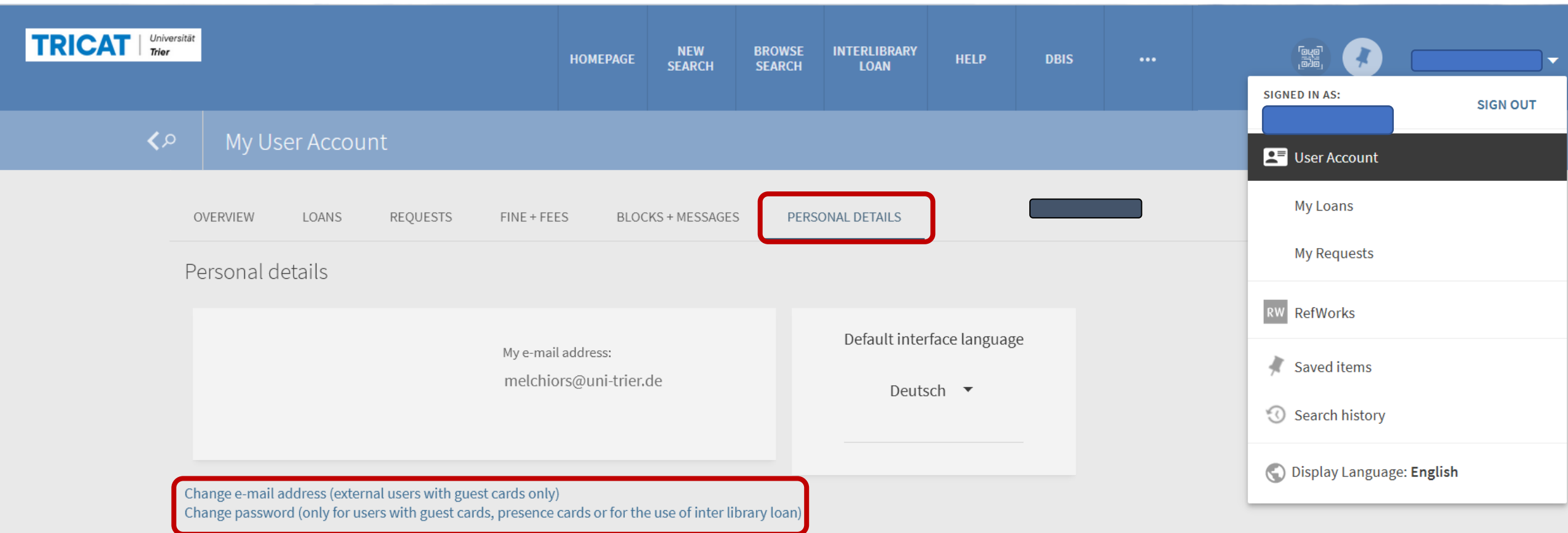
RW RefWorks

My Favorites

Search History

Display Language: English

If you would like to change your password or your email address which the library will send notifications to, you can do this in the "Personal details" section. Please report changes of address at the central circulation desk in the entrance area. If you have any questions concerning the lending service, please contact the information desk or the library's complaints department (reklamation@uni-trier.de).



TRICAT | Universität Trier

HOME PAGE NEW SEARCH BROWSE SEARCH INTERLIBRARY LOAN HELP DBIS ...

My User Account

OVERVIEW LOANS REQUESTS FINE + FEES BLOCKS + MESSAGES **PERSONAL DETAILS**

Personal details

My e-mail address:
melchiors@uni-trier.de

Default interface language
Deutsch

Change e-mail address (external users with guest cards only)
Change password (only for users with guest cards, presence cards or for the use of inter library loan)

SIGNED IN AS: [User Name] SIGN OUT

User Account

My Loans

My Requests

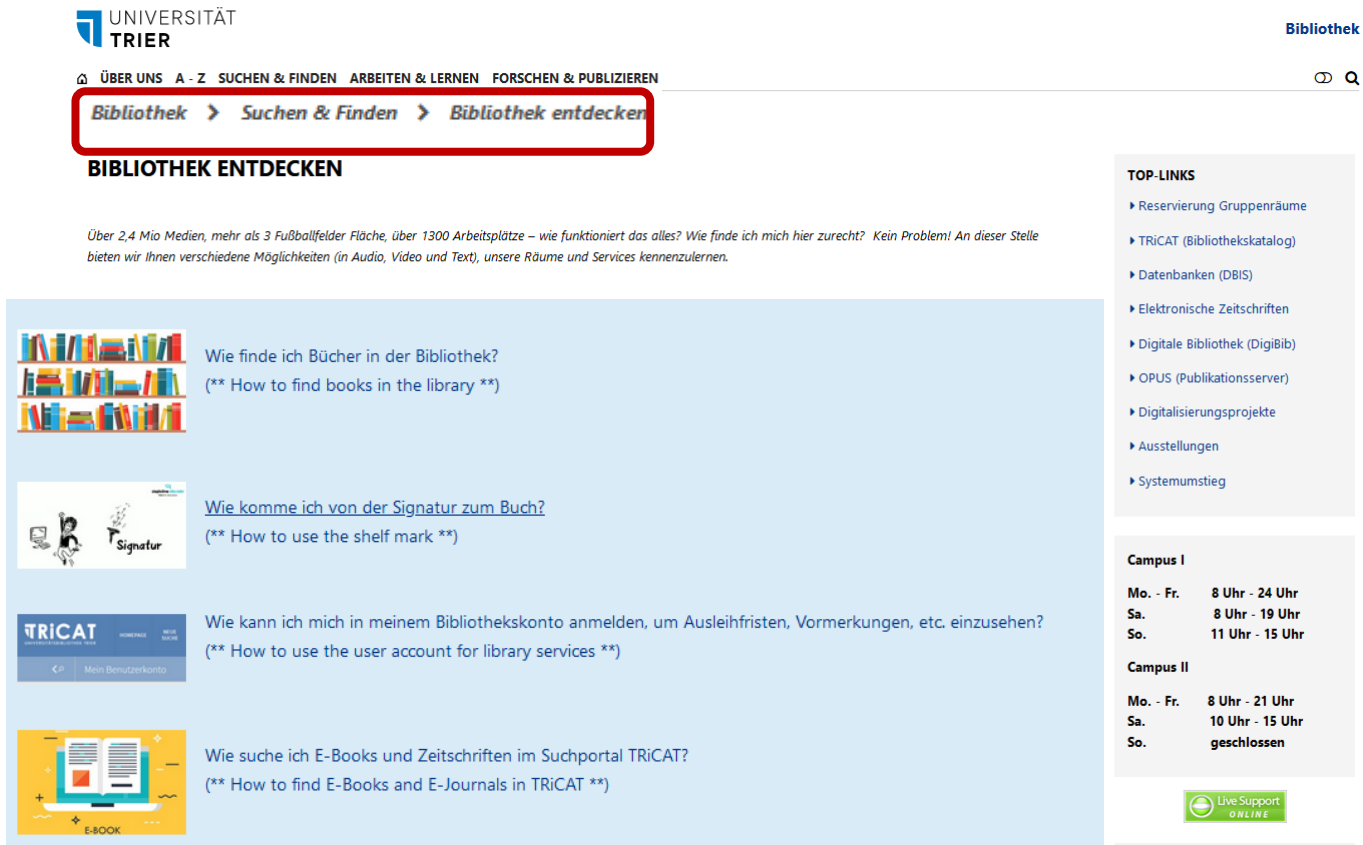
RW RefWorks

Saved items

Search history

Display Language: English

Use our online tutorials at the library's homepage: "[Bibliothek entdecken](#)"
Here you will find guides in English on searching for literature in the search portal.



The screenshot shows the library homepage with the navigation menu highlighted in red. The main content area features four tutorial cards with icons and text. On the right, there are sections for 'TOP-LINKS', 'Campus I' hours, and 'Campus II' hours, along with a 'Live Support ONLINE' button.


UNIVERSITÄT TRIER Bibliothek

ÜBER UNS A - Z SUCHEN & FINDEN ARBEITEN & LERNEN FORSCHEN & PUBLIZIEREN 🔍


Bibliothek > Suchen & Finden > Bibliothek entdecken

BIBLIOTHEK ENTDECKEN


Über 2,4 Mio Medien, mehr als 3 Fußballfelder Fläche, über 1300 Arbeitsplätze – wie funktioniert das alles? Wie finde ich mich hier zurecht? Kein Problem! An dieser Stelle bieten wir Ihnen verschiedene Möglichkeiten (in Audio, Video und Text), unsere Räume und Services kennenzulernen.




Wie finde ich Bücher in der Bibliothek?
(** How to find books in the library **)



Wie komme ich von der Signatur zum Buch?
(** How to use the shelf mark **)



Wie kann ich mich in meinem Bibliothekskonto anmelden, um Ausleihfristen, Vormerkungen, etc. einzusehen?
(** How to use the user account for library services **)



Wie suche ich E-Books und Zeitschriften im Suchportal TRICAT?
(** How to find E-Books and E-Journals in TRICAT **)

TOP-LINKS


- ▶ Reservierung Gruppenräume
- ▶ TRiCAT (Bibliothekskatalog)
- ▶ Datenbanken (DBIS)
- ▶ Elektronische Zeitschriften
- ▶ Digitale Bibliothek (DigiBib)
- ▶ OPUS (Publikationsserver)
- ▶ Digitalisierungsprojekte
- ▶ Ausstellungen
- ▶ Systemumstieg

Campus I

Mo. - Fr.	8 Uhr - 24 Uhr
Sa.	8 Uhr - 19 Uhr
So.	11 Uhr - 15 Uhr

Campus II

Mo. - Fr.	8 Uhr - 21 Uhr
Sa.	10 Uhr - 15 Uhr
So.	geschlossen



For your first orientation in the library, you can watch videos online on the homepage "[Bibliothek entdecken](#)" about the reading room areas in the library and reading room F in the branch on Campus II.

Räumliche Orientierung in der Bibliothek (Video)

Zielgruppe: Studierende, Externe Nutzerinnen + Nutzer, Schülerinnen + Schüler

Lernen Sie die Bibliothek im Film kennen und wandern Sie virtuell durch die Lesesäle
Hier geht es zur YouTube Playlist



Film 1: Bibi und Thecus im Anflug auf die Bib: Warum die Bibliothekszentrale so zentral ist
Reinkommen, rauskommen, ausziehen, anziehen, ausleihen, zurückgeben, aufladen, bezahlen. [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 2: Erste Schritte in der Bib – leicht gemacht! Antworten auf Fragen, Zeitungen für den Wissensdurst, PCs zum Recherchieren, zum Surfen, zum Lernen. [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 3: Was Römer mit Scannern und Kellern zu tun haben: Wo ist Platz zum Nachschlagen, Lesen, Lernen und Entspannen alleine oder in der Gruppe? Wie erobere ich mir Lesestoff im Magazin? Wo kann ich professionelle Scans anfertigen? [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 4: Wo ist Platz zum Nachschlagen, Lesen, Lernen und Entspannen alleine oder in der Gruppe? Wie erobere ich mir Lesestoff im Magazin? Wo kann ich professionelle Scans anfertigen? [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 5: Von Gelb nach Blau und zurück – Orientierung mit Farben: In die bunte Welt der Fachlesesäle: Welche Literatur finde ich in Lesesaal B und C und was gibt es sonst noch Wissenswertes? [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 6: Von Bib-Box bis Hieroglype: Entdeckungstour durch die Bib (Lesesaal A): Welche Fachliteratur finde ich in Lesesaal A und welche Besonderheiten gibt es zu entdecken? [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 7: Bibliothek mit Aussicht: die gläserne Bib (Lesesaal D+E): Welche Fachliteratur finde ich in Lesesaal D und E und wo gibt es ruhige Plätze zum Denken? [Video via Panopto ansehen \(Alternative zu YouTube\)](#)



Film 8: Lernen im Grünen: Flora, Fauna, Bits und Bytes (Lesesaal F): Gehen Sie mit Bibi und Thecus auf Expedition zu unserem zweiten Standort auf Campus II. Entdecken Sie große Karten, prächtige Atlanten und alles über die weite Welt der Informatik mit der passenden Literatur aus Lesesaal F. Und



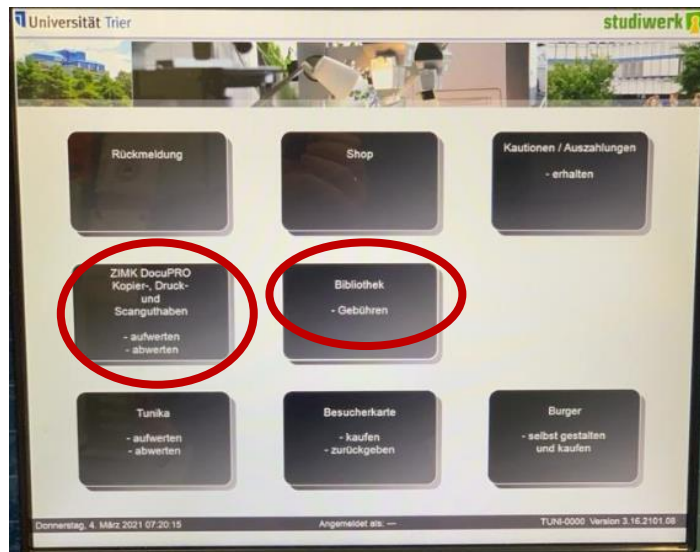
Prepare your
library visit from
home!



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3. Further offers: copy, scan, rara reading room

Various actions can be performed at the TUKAN machine, e.g. topping up the DocuPRO credit for copying or loading the cash card function. Library fees can also be paid here.



Everything can be done cashless with EC-card or *guest card*!



Copying and scanning in the library

Copying is possible with a *guest card* and topped-up DokuPRO credit at the multifunction devices (MFG) in the reading rooms of the library.

Use of the scanners in the reading rooms is possible and free of charge for external customers.

The scans can be transferred to a USB stick.

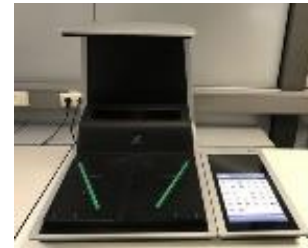
Please note that the scanning room is currently not accessible. The re-opening will be announced on the homepage of the University Library.

You can scan with most mobile devices. For iOS and Android devices, you will find various free scanner apps in the app stores.

It is also possible to use the **scan tents** in the reading rooms and in the library center.



More information via A-Z →
[Photocopiers](#), [Scanner](#) and [ScanTent](#)



Use of the Rara Reading Room

The rare books reading room on the ground floor of the library center is intended for the use of older literature and literature worthy of protection. Access is possible by registration at the central circulation desk.

The works to be consulted must be ordered in advance via the TRiCAT and are then available at the central circulation desk on the next working day.

On presentation of the *guest card*, they can be consulted in the Rara reading room.

[More information see A-Z → Rara](#)



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4. Use of the online offers for external customers



Apart from printed literature I would also like to use digital offers as well. Is this possible with the *guest card*?

Yes, but only within the the library and with restricted functions ...



The offer of databases for external users is restricted for licensing reasons.

At the publicly accessible PCs in the reading rooms of the library **guest card holders can log in with a user number and a password** and use the following services on site:

- E-books (in TRiCAT and via DBIS → collections)
- E-journals (via Electronic Journals Library (EZB))
- Databases (DBIS)

Please contact the information desk on the ground floor of the library center for any questions.

TOP-LINKS

- ▶ Reservierung Gruppenräume
- ▶ TRiCAT (Bibliothekskatalog)
- ▶ Datenbanken (DBIS)
- ▶ Elektronische Zeitschriften
- ▶ Digitale Bibliothek (DigiBib)
- ▶ OPUS (Publikationsserver)
- ▶ Digitalisierungsprojekte
- ▶ Corona-Informationen



In addition to our online resources, you can also access some of the **ZB MED's** e-media free of charge. This offer is particularly interesting for the subjects of Medicine and spatial and environmental sciences.

Apply for remote access free of charge :

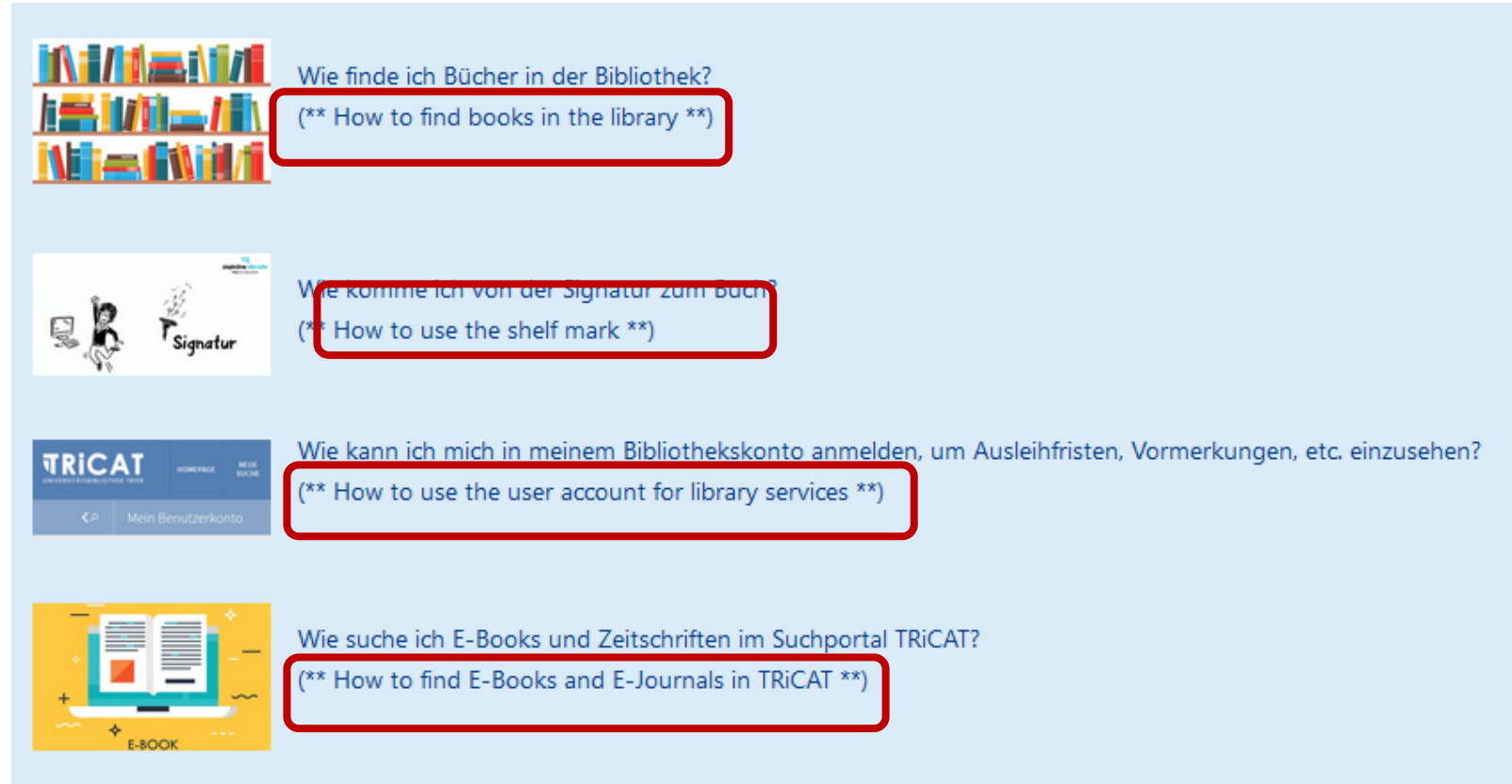
<https://www.zbmed.de/en/search-find/e-books-and-e-journals/remote-access/>

Livivo – search portal of ZB MED:

<https://www.livivo.de/>



Tutorials on the use of e-books, e-journals, the essay database and the database information system DBIS are available on [Bibliothek entdecken](#).



Wie finde ich Bücher in der Bibliothek?
(** How to find books in the library **)

Wie komme ich von der Signatur zum Buch?
(** How to use the shelf mark **)

Wie kann ich mich in meinem Bibliothekskonto anmelden, um Ausleihfristen, Vormerkungen, etc. einzusehen?
(** How to use the user account for library services **)

Wie suche ich E-Books und Zeitschriften im Suchportal TRiCAT?
(** How to find E-Books and E-Journals in TRiCAT **)



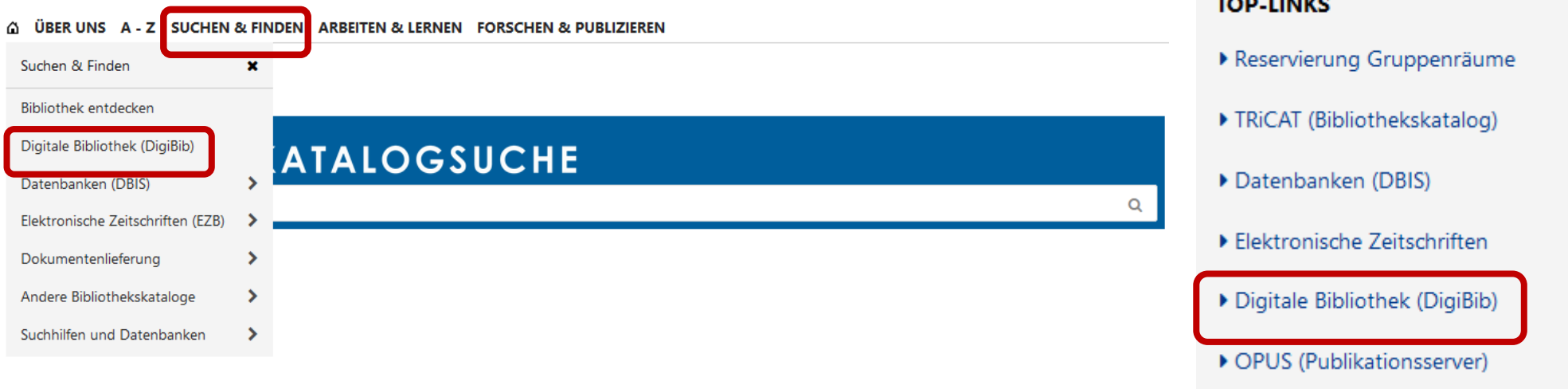
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5. Online interlibrary loan with the *guest card*

For literature that is not available in the university library, interlibrary loan via the Digital Library (DigiBib) is possible. For external library users the fee is 3 euro per order. Books or sections of books can be ordered as copies.

Interlibrary loans can be made at the publicly accessible PCs in the library's reading rooms or from home.

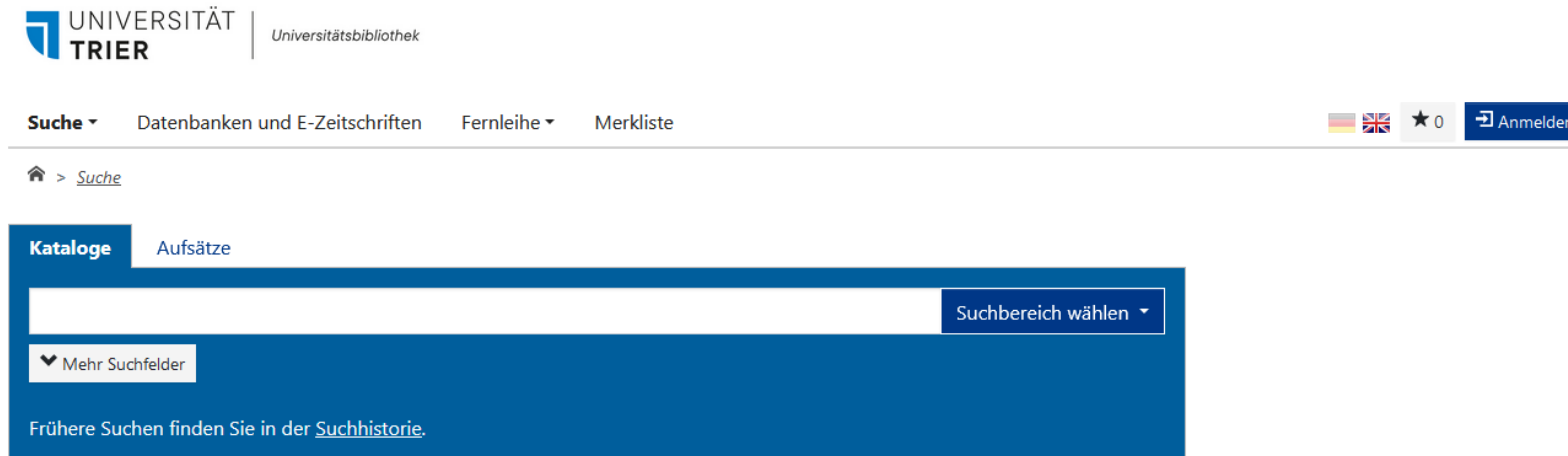
On the homepage of the library you will find access to the interlibrary loan system via the "Digitale Bibliothek (DigiBib)".



The screenshot shows the library website's navigation menu and top links. The navigation menu is located at the top left and includes the following items: ÜBER UNS, A - Z, SUCHEN & FINDEN (highlighted with a red box), ARBEITEN & LERNEN, and FORSCHEN & PUBLIZIEREN. Below the navigation menu is a search bar with the text "ATALOGSUCHE" and a search icon. The search bar is highlighted with a red box. The top links are located on the right side of the page and include the following items: TOP-LINKS, Reservierung Gruppenräume, TRiCAT (Bibliothekskatalog), Datenbanken (DBIS), Elektronische Zeitschriften, Digitale Bibliothek (DigiBib) (highlighted with a red box), and OPUS (Publikationsserver).

5. Online interlibrary loan with the *guest card*

To register for the online interlibrary loan service, you need your user number and your password. For further information, select "Interlibrary loan" on the A-Z or "Interlibrary loan" on the library homepage or use the tutorial "Literature search and find literature from home for university members" under [Bibliothek entdecken](#) on the UB homepage. If you have any further questions the staff at the information desk on the ground floor of the library will gladly help you.



The screenshot shows the top navigation bar of the University of Trier library website. It includes the university logo and name, the text "Universitätsbibliothek", and navigation links for "Suche", "Datenbanken und E-Zeitschriften", "Fernleihe", and "Merkliste". There are also flags for German and English, a star icon with "0", and a blue "Anmelden" button. Below the navigation bar, there is a breadcrumb trail "Home > Suche". The main search area has a blue header with "Kataloge" and "Aufsätze" tabs. A search input field is present with a "Suchbereich wählen" dropdown menu. Below the input field, there is a "Mehr Suchfelder" dropdown menu and a link to "Frühere Suchen finden Sie in der Suchhistorie."





For the external user groups there are further special features, which we would like to point out.

Here are the most important differences!

Information for guest students and senior students

The Campus of Generations provides you with information on your study options.

To borrow literature and for the online interlibrary loan service, please apply for a *guest card*.

In addition, you will be given the opportunity to use the PC pools of the University with your ID from the ZIMK.

The payment of copies is possible with the *guest card* after topping up the DocuPRO credit at the TUKAN machine.

For copying, please also note the instructions on the pages of the [ZIMK](#).



Information for pupils and trainees

We welcome visits from school classes and also the use of the library by pupils for learning and borrowing.

For learning, the workstations within the library are freely accessible to all interested users.

If you would also like to borrow media or make interlibrary loans, you can apply for the guest card at the library for the reduced price. This also applies to trainees.

Please note that minors require a declaration of consent from a legal guardian.

A *guest card* can be issued from the age of 16.

To register for a visit by teachers with a school class, please use the registration form on the A-Z page „[Schülerführungen](#)“.

To prepare for your visit to the library, you can watch the videos and tutorials on our page [Bibliothek entdecken](#).



Information for students from other universities

You are welcome to use the library as a study room. You can borrow media and make online interlibrary loans after you have obtained a library card.

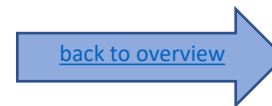
As a student, you receive the guest card at a reduced price.

In addition, you have the option of using eduroam to log on to the university's wifi and thus be able to use the internet.

Log in with your e-mail address and the password of your university and use the databases of your university from here.



More about eduroam see
→ [ZIMK](#)



The VisitorCard

I only use the library's books and journals on site, but I would like to copy. Is that possible?



You can obtain the "VisitorCard" at the TUKAN machine in the library center for the amount of 20€. You get back 10€ as a deposit when you return the card to the automat.



The card has a payment function for the cafeteria and the copiers. **It is not possible to borrow media with this card.**

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Where can I find help?

If you have any more questions contact our
information department:

- By phone: 0651/ 201-2420
- Via E-Mail: auskunft@uni-trier.de
- Chat with us in „LiveSupport Online“
on the library's homepage:
<https://www.uni-trier.de/bibliothek>

Or visit us in person at the information desk

