



Zentrale Bibliothek Frauenforschung, Gender & Queer Studies Hamburg

Monetastraße 4, 20146 Hamburg, Tel: 040-42838-6764
email: bibliothek.zgd@uni-hamburg.de

FAQ about the use of our library

When is the library open?

We are open Tuesday, Wednesday and Thursday from 10 a.m. to 4 p.m., even during the semester break. We are only closed between Christmas and New Year.

How can I research what media are available in the library?

Our books, journals, articles, publication series and brochures can be searched at any time in the campus catalog of the University of Hamburg: <https://kataloge.uni-hamburg.de>.

How can I search in the Campus Catalog exclusively in the holdings of this library?

To search exclusively in our holdings, you can limit your search in the above catalog as follows:

1. retrieve the entire holdings of the co-location.

- replace "all words [ALL]" with the selection of "special location [SST]".
- enter "18 261-k" in the empty search field and click "Search".

2. enter search term

After calling up the total inventory as in point 1, replace "search [and]" in the upper left field with the selection of "narrow" and select "all words [ALL]" again in the field to the right.

In the blank search field, enter the respective search word and click "Search".

The search result can be narrowed down further depending on the selection in the right search field or by adding more search words etc.

You can also search in reverse: Simply search the entire catalog holdings with a search word on the home page without any changes, then select "narrow" instead of "search [and]" in the upper left field, replace "all words [ALL]" with the selection of "special location [SST]", enter 18 261-k in the blank search field and click "Search". Only titles from our inventory will then be displayed.

What information will help me to find the medium on site in the library?

When you have found an item in the catalog that you would like to borrow, be sure to note the signatures. It can be found on the catalog page of the item.

- Book signatures in our library look like this, for example: "Fg3" or "Mk54".
- Our theses have a four-digit number as a signature, for example: "2034".
- Our brochures: "1B7", "27D6"
- Our DVDs: "DVD Hw3"
- Series of publications and journals do not have a signature at our library. In the campus catalog it says: "Please note the series, year and issue number!" i.e. please note the issue number of the journal. Example: Issue 6 of "Name of Journal" from 2011.



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Searching the campus catalog is one way to find media. What else is there?

We have worked out a system according to which the books are sorted thematically. So you can also search directly at the bookshelf itself and find some great books for your topics.

Can I borrow the books from this library?

Yes, this is not a problem. Just fill out the borrowing slip on the spot. You do not need an ID card.

How many books can I borrow?

There is no limit to the number of books you can borrow.

How long can I borrow the books?

You decide how long you want to borrow the books when you fill out the borrowing slip.

I would like to keep my borrowed books longer than the loan period. Is that possible?

Yes, of course. You can extend your loan during opening hours by phone at 040-42838-6764 or at any time by email: bibliothek.zgd@uni-hamburg.de.

How can I find out if the book is on site and not already borrowed? Will it be shown to me in the campus catalog?

Unfortunately not, as we have an analog circulation system.

You can find out whether media are on loan or not by calling 040-42838-6764, -7956 or -4247 and indicating the signature, or by sending an email to: bibliothek.zgd@uni-hamburg.de.

How do I get a book that is currently on loan?

We will help you so that the book can be returned to the library quickly.

It does not cost you anything. Tell us the signature and we will ask the borrower to return the book sooner.

When can I return the books I have borrowed?

During the opening hours: Tuesday, Wednesday and Thursday 10 am to 4 pm at our library. Please do not return them to any other library.

Can I also borrow magazines, brochures or theses?

Unfortunately, no. You can only view, scan and/or photograph these works from the stacks and archives at our library.



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Can I work and/or read on my laptop in the library?

Of course, we have nice workstations and enough sockets for your laptops. There are a few options for a snack in the area and we have a kitchenette, so you can also work with us all day.

Is there a scanner in the library?

Yes, you are welcome to use it. Please bring a USB stick - you will need it to save the scans.

I'm coming from out of town and don't have a chance to come to the library, but I need a scan of certain pages of a work, how can I get it?

Email us what you need and we will scan it for you and send it to you. We offer this service in exceptional cases for people who really can't come to Hamburg.

How can I reach the library staff?

The library team includes:

Jana Reich, Director, Tel: 040-42838-6764, Email: jana.reich@uni-hamburg.de

Areas of work include: Pre- and posthumous bequests, donations, digitization projects, Zeitzeug:innenprojekt, consulting.

Janne Misiewicz and Mia Wittschen, Student Assistants

bibliothek.zgd@uni-hamburg.de

Areas of work include: Lending, acquisition, familiarization of books.

How long has this library been in existence?

The Central Library for Women's Studies, Gender & Queer Studies is the largest university library on these topics in Germany. It was founded by Gisela Kamke and Dagmar Filter in 1984. So in 2024 we will celebrate its 40th anniversary with you!

We hope our answers will help you! Feel free to come by in person and browse through our holdings! Your library team