

**Report About
My Professional Visit to the Libraries of Freiburg, Tübingen, KIZ Ulm,
Mannheim Universities**

From 31th June to 25th August 2023

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By



**Bibliothek & Information International (BI-I) (Library & Information International)
At the Bibliothek und Information Deutschland (BID), GERMANY**

By

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Senior Librarian

German University in Cairo, 2023



Acknowledgments

First of all I would like to say that this professional visit was possible thanks to the financial Support given by Bibliothek & Information International (BID), and the invitation by The Universitatbibliothek Freiburg.

I wish to express my gratitude to everyone who contributed to organize this activity: Dr. Barbara Lison, Prof. Dr. Ashraf Mansour, Dr. Salah Hegazi, and Mrs. Hania Morsy.

As well I would particularly like to thank the staff members of each visited library, who received and teaches me.

All About their valuable work: Dr. Antje Kellersohn, Ltd. Bibliotheksdirektorin, Christine Schneider, Dr. Inge Falk, Dr. Birgitta Landerer, Eng. Oliver Rau, Mr. Wolfgang ,Dr.Christina Franke.

To them and all other librarians who supported me, I appreciate the nice welcoming and Dedication for doing this visit a significant experience in my Professional improvement.

My professional visit includes libraries below:

1. Universitätsbibliothek Freiburg.
2. Universitätsbibliothek Ulm.
3. Universitätsbibliothek Tübingen
4. Universitätsbibliothek Mannheim.



History of Freiburg University:

University Library Freiburg is one of the largest academic libraries in Europe. It supports the research, teaching and study conducted at the Albert Ludwigs University of Freiburg by providing and imparting literature, other media and information promptly and as needed.

Holdings

The University Library currently holds more than 3 million works in the humanities fields. A further 2 million volumes are available in the peripheral libraries. The University Library's historic collections include an extensive range of manuscripts, literary remains, incunabula and prints dating back to the 16th and 17th centuries, which are increasingly being digitised and made available online.

Moreover, the University Library is constantly expanding its widespread collection of e-journals, e-books and databases. In addition, the library's media centre is home to an extensive collection of audiovisual materials, which can be used for academic purposes.



Digital library

In the Digital Library we offer you a variety of electronic media such as databases, e-journals, e-books and other online publications. Whether you want to research bibliographic databases, read specialist articles in e-journals, find out more in current daily

newspapers or view our historical holdings on the screen, you will always find valuable information for study and research in our digital library. You can use the wide and constantly growing online offering conveniently and free of charge on your computer via the university network.

Databases

Take advantage of our wide range of databases in all specialist fields. Choose between a number of database types, e.g. bibliographic databases, full text databases, fact databases and image databases.

The Database Information System (Datenbank-Infosystem / DBIS) holds our entire range of databases, including databases licensed to the University of Freiburg and freely accessible online databases. Search for a specific database title or browse the list of databases in your specialist field.

Availability of the databases in DBIS

The colour-coded system shows which databases are available: [more information](#)

Katalog plus holds all databases licensed to the University of Freiburg.

E-journals

Read and work online.

Find out more about our extensive range of e-journals. If you are a member of the University of Freiburg, you can access the e-journals from anywhere, otherwise you can access this service from our public computers in the University Library.

The Electronic Journals Library (EZB) is a national directory of journals available online. Most works are uploaded in full-text format. The traffic-light system indicates which texts are available in full.

Reading room holdings

The reading rooms are home to more than 230,000 volumes. You will find encyclopaedias, dictionaries, bibliographies, compendiums, editions; in short: basic literature for all subject areas.

Arranged by subject

The holdings in the reading rooms (LS) are distributed across four floors and arranged by subject area. Within this system, the books are systematically sorted into subfields.

You can walk along the shelves and pull out newly discovered titles or go to your favourite places to search for something specific. An outline of the books hangs from each shelf unit. Or you can look up the reading room classification system online.

Open ACSS

Self-service circulation area

Most of the latest media available to check out of the library is held on floor -1. Note down the call number stated in Katalog plus and find your media on the shelf.

Holdings at the libraryAn overview by call number

You will find holdings with the following call numbers in the circulation area. You can check out the books yourself at the self-checkout machines there.

LB: textbook collection

GE: humanities from 2000

SW: social sciences from 2000

NA: natural sciences from 2000

RE: law

Geo: geography, hydrology, ethnology

FX: large books

You can easily reserve older literature from the stacks.

Textbook collection

All books in the textbook collection can be checked out of the library.

If all copies are already out on loan, you will often find a reference copy of titles from the textbook collection in the reading room. Users can also usually reserve a loanable copy from the stacks.

Special collections

The special collections include manuscripts, handwritten works, literary remains, old prints, rare books, a small papyrus collection and selected holdings of institutional provenance.

The special collections are a combination of older, rare, valuable and protected holdings. They also include late antique papyri and papyrus fragments, medieval and modern manuscripts, handwritten works and literary remains. Incunabula and prints dating back to the 16th and 17th centuries are the main holdings in the “Old prints” section. Then there are the rare books: a selection of historic prints pre-dating 1900 and special modern protected prints.

A selection of holdings with unique provenance, in particular the holdings with the NB shelf mark, have been separated into their own groups of collections since the 2000s. The other special collections include the library’s art collection and an extensive collection of audio recordings with documents dating back as far as the 19th century.

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Journals

Printed and electronic journals can be found in Katalog plus.

We also offer a selection of journals in the reading rooms.

You can find the latest unbound issues in Reading Room 1. The journals here are sorted by subject area and then alphabetically by title.

You will find some journals within the subject areas held in the reading rooms.

All of our journals, including many electronic journals, are listed in Katalog plus.

Daily and weekly newspapers

Discover our wide range of newspapers, both on paper and in electronic format.

Our selection of the latest newspapers, both domestic and international, is available in Reading Room 1. The issues from the past 6 to 8 weeks are displayed in alphabetical order.

You can find all of our newspapers, including many electronic newspapers, in Katalog plus.

Media archive

They have an extensive collection of audiovisual media for your teaching and research requirements:

- More than 22,000 VHS tapes and DVDs (feature films, film adaptations, theatrical productions, portraits, documentaries)
- More than 16,000 audio cassettes and CDs (music, audio dramas, readings)
Refine the search results in Katalog plus to video/DVD or audio media types to specifically find audiovisual media.





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Scan service

Employees of the University of Freiburg can order articles from journals and monographs from the holdings of the University Library and the specialized libraries via our scan service.

Multiplication and conveyance of digital copies is only carried out for noncommercial purposes and to support academic education as well as scientific research. In the case of multiplication from monographs, we can only complete scan orders to the extent permitted by law (15% of the total volume). We ask you to bear this in mind when filling in the order form and also the other provisions of copyright law.

This service is currently free of charge.

Please note: If you're not an employee of Freiburg University your order will not be processed. Articles available in an electronic version are not eligible for this service. For capacity reasons, one person can only place up to 10 scan orders per day. We make every effort to process incoming scan orders as quickly as possible.

A VPN-Client is necessary to access your ordered scans.



Digitisation service

services

they are happy to make digital recordings of our holdings. The technical equipment in our digitisation centre enables us to:

Scan source material of up to A1 in size (594 mm x 841 mm) at a resolution of max. 600 ppi and a colour depth of up to 24 Bit.

Photograph documents of up to A2 in size using a digital camera (max. 21 MP).

Make copies of microfilms and microfiches. We cannot provide scans or print-outs of microforms.

Handling the source material with care is our top priority, which limits us in many cases. We also need to observe legal restrictions. We will complete your order as long as it is feasible from a technical, organisational and conservational perspective. We will publish the reproductions in our digital library.

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We can order digital reproductions online. To do this, search for the title you need in Katalog plus and reserve a copy in the "Holdings info" tab.

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interlibrary loan and document delivery services

Over 4 million media in the university library, almost 2 million media in the institute libraries - yet some things are not available in Freiburg.

To ensure that you are adequately equipped for research and teaching, training and further education, we offer you the option of interlibrary loans. Regardless, you can always use a document delivery service. We present these offers here.

Order

After searching you can order directly. Please note that not everything you find in the interlibrary loan portal can be delivered.

Your order is for one volume or item. If you need more, please place an appropriate number of orders. To log in, use your library account number as your user ID and password. Members of the University of Freiburg use their university account.

We charge a processing fee of EUR 1.50 for each order. It is independent of the actual delivery. You can view your open orders and fees at any time in your UB account.

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An order is usually delivered after one to three weeks. For works that we cannot find directly in another library, the processing time may be slightly longer. As soon as we receive your order, we will notify you by email.

If your order is not available, you will also receive an email from us. This can have various reasons. We may just have a question for you - please answer us by email or telephone or stop by the information desk.

Pick up and drop off

You can pick up your interlibrary loan order at the information desk. You have until the end of the loan period to do this. We will inform you of the deadline by email.

You can borrow books delivered to your home or use them in the reading rooms - the library owner decides on this. Return them to the information desk later. You can keep copies.

Extend

Interlibrary loans usually have a loan period of 28 days and can be extended once. We offer this service to you subject to reservation. If the owning library needs a work itself, you will receive an email from us. In this case, please return the interlibrary loan as quickly as possible.

Some libraries give us a fixed loan period when they deliver interlibrary loans. Unfortunately, you cannot extend these media.



Scan service

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This service is currently free of charge.

Please note: If you're not an employee of Freiburg University your order will not be processed. Articles available in an electronic version are not eligible for this service. For capacity reasons, one person can only place up to 10 scan orders per day. We make every effort to process incoming scan orders as quickly as possible.

A VPN-Client is necessary to access your ordered scans.

E-books

Read and work online.

We can Find out more about our extensive range of e-books. If you are a member of the University of Freiburg, you can access the e-books from anywhere, otherwise you can access this service from our public computers in the University Library.

You don't even need an e-book reader: you can read and work online, and it's so easy! Search for and find our e-books in Catalog plus or browse the list of e-book collections by specialist field.

Searching our e-book collections

You will find an overview of our e-book collections here. Select your chosen specialist field.

The university's e-book collections

Tip: You can also find a selection of medical e-books, organized by subject area, in the Library of the Medical Center - University of Freiburg



Information Serviced

information's about concerning the information services of the University Library of Freiburg.

You find the organization structure of the library under:

<https://www.ub.uni-freiburg.de/en/about-us/library-profile/organisation/>

Our division is called "Reader' and information services". We have two departments: "loan department/closed stacks" and "information services".

The information services have 10 colleagues (10 full-time positions), all librarians with several years of studies.

Our working hours vary and usually include up to 8 hours a day (between 7 o'clock and 8 pm).

On Saturdays one of us has to be here between 10 o'clock and 2 pm (in combination with colleagues of other departments). Every colleague has about 3 Saturdays in 5 months.

Our information's on the homepage of the university library:



Visiting to Reading Room Department Tubingen Library

The debate about the library as palace of learning often focuses on student work and information needs .these ,however .usually represent highly selective requirements which do not reflect the full breadth of the library's rich offer of products and services .yet is it not the case that advanced .skilled usage .in terms of the scientific level .technical demands and information requests requires and seeks just such a place ,and one which could be

upgraded using appropriate services .thus Tubingen university library strives to provide a contemporary solution for science in access areas .

In 2013 will be integration between the Department of Information Center and the Department of reading rooms in one section only because students are asking here about the same questions by virtue of their proximity to the books and ask about books and so on.

Hold meetings to discuss what it takes to merge and what problems they will face. Of the most commonly asked questions from students is difficult to reach places in the library.

History of the University of Ulm

The University of Ulm is chronologically the ninth in Baden-Wuerttemberg. The first ideas of founding a university in Ulm go back to the 50's. In 1959, the research group "University of Ulm" was formed, which produced a memorandum on founding a university in March of 1961. Due to competition between the cities of Constance and Ulm in the early stages, the idea of establishing a university in each of the two cities gained popularity. A critical factor leading to this decision was the fact that Constance is situated near a federal border. The opportunities for employment in the field of medicine would not be sufficient due to the lack of a patient catchment area at the border. The idea of founding a university in Ulm therefore became more concrete - it would be a university shaped by medicine and natural sciences.

In July of 1965, the foundation committee submitted its "Memorandum on a College of Medicine and Natural Sciences in Ulm," which was approved by the

state of Baden-Wuerttemberg's council of ministers in January 1966. Just two months later, the "Interim Constitution of the Ulm College of Medicine and Natural Sciences" came into effect.



Who is kiz?

The Communication and Information Center (kiz) is a central service provider for the University of Ulm, which, as defined in §28 LHG (University Law of the State of Baden-Württemberg), was established to maintain a literature collection that supports the study, teaching, and research needs of the University community as well as to handle the planning, management, operation, and maintenance of the University's ICT resources. After its founding in 2002, kiz took over operation of

the University Library, University Data Processing Center, and the Photography, Graphics, and Reproduction Center.

Databases

In many cases, access to databases is not for free but rather purchased through license agreements.

In order to use the Library's licensed electronic resources, a campus network IP address is required. You can connect to the network via landline or Wi-Fi (off campus via VPN).

Alternatively, access to a growing number of resources is now available via Shibboleth. This authentication/authorization system grants the library user access to licensed resources, such as e-journals, databases, and e-books, from outside the University network. Simply login via EZB, DBIS, REDI, or directly via the service provider's website (publishing house, scientific society, etc.). If you encounter the terms Athens or DFN/AAI in a login context, they also refer to Shibboleth login functionality.