RETURNING ITEMS
- During opening hours at the self-return machine in the foyer
- Also possible in the Erwin-Schrödinger-Zentrum, in the Library
  Campus Nord and in the Foreign Languages Branch Library
- Loan renewal during service hours at the desk

ROOM INFORMATION SYSTEM
- Electronic guide system to shelf locations of books and to service areas
- Can be opened via the website or directly from the literature search

SEARCHING FOR ITEMS
- Searching for books, journals, essays (printed and online) in the Primus Gateway: primus.ub.hu-berlin.de/en
- Help: Information desks and subject librarians

STUDY CARRELS
- 38 one-person carrels for students of Humboldt Universität zu Berlin working on their final exam papers
- Eight-week reservation period (application three times a year)
- Four carrels on Floor 5 for daily use without prior reservation for HU students

TECHNICAL SUPPORT
- Enquiries: Information desk of the Computer and Media Service (CMS) on Floor 1, service hours: Mon–Fri 9 am – 6 pm,
  Sat 10 am – 4 pm www.pc-saal.hu-berlin.de/pcsaal-en/

TEXTBOOK COLLECTION
- Ground Floor, only for HU members
- Loan period: 28 days

USER ID
- HU students: Student card / Campus-Card
- All others: Library card
- Valid at all HU libraries
- Must be renewed annually at the library
- Free of charge

UNIVERSITY LIBRARY
JACOB-UND-WILHELM-GRIMM-ZENTRUM
Geschwister-Scholl-Str. 1/3
D-10117 Berlin
Phone: +49 (0)30/2093-99370
Email: info@ub.hu-berlin.de
www.ub.hu-berlin.de/en/grimm-zentrum

PLEASE NOTE
Since October 2018 the opening and service times of the Grimm Zentrum have been reduced. Please get informed on our website about the current opening and service times prior to your library visit.

OPENING HOURS
Mon–Fri 8 am – 10 pm
Sat 10 am – 10 pm

SERVICE HOURS
Mon–Fri 9 am – 7 pm (Information)
Mon–Fri 10 am – 5 pm (Registration/Lending)

RESEARCH READING ROOM
Mon–Fri 10 am – 7 pm

Updated: November 2018

www.ub.hu-berlin.de/en/grimm-zentrum
Overview of the Grimm-Zentrum

ACCESSIBILITY
• Parking space for the disabled and barrier-free access
• Barrier-free counters and toilets, lift from Lower Ground Floor to Floor 7
• Height-adjustable desks on Floors 2, 3 and 6
• 2 Study carrels for visually or physically handicapped readers on Floor 2

BORROWING
• Loan period: 28 days
• Fees are only charged for overdue loans
• Limit: 100 in total (all HU libraries)
• Self-check-out with PIN on Ground Floor
• Pick up reserved books at the pick-up shelves on Ground Floor

BREAK DISC
• Set the current time when leaving the workplace
• You lose your right to the workplace if you leave it for more than 60 minutes

CHILDERN
• 8 workplaces for studying with children in ‘Berliner Volksbank Kinderstube’ with integrated play area on Floor 7
• Keycard available at the security staff on Ground Floor

CLOAKROOM LOCKERS
• Lockers with your own padlock (lock hasp must be 5–6 mm in diameter) and lockers with MensaCard
• Utilisation during opening hours, checked and cleared after closing

COURSES
• Searching for items: Discover search tools and databases
• Refer to website for dates and registration
• Video tutorials to develop search techniques individually:
  http://www.ub.hu-berlin.de/online-tutorials (German only)

GROUP STUDY ROOMS
• For group learning and discussions
• On Floors 2 and 3
• Booking: Boards on doors to the rooms

GUIDED TOURS
• Refer to website for dates and registration
• For groups, please contact fuehrungen@ub.hu-berlin.de

HU HOMEZONE
• Reserved study spaces for HU members
• All study spaces on Floors 1–5
• Daily between 8 am–7 pm
• Does not apply to computer rooms and group study rooms

INTERNET ACCESS
• Only with an account of the Computer and Media Service (CMS)
• HU students: Automatically with matriculation
• All others: www3.hu-berlin.de/dl/beratung/antrag/aleph/ (German only)

MEDIA LIBRARY
• On Floor 7
• Collection of microforms, photographs, different-sized slides, DVDs
• Digitisation of microforms (bring own pen drive)
• Off-site DVD loan
• Opening hours during terms: Mon–Fri 9 am–5 pm, Sat 10 am–3 pm
• Opening hours during vacation: Mon–Fri 12 noon–5 pm

MENSCARD
• For paying fees
• For paying scanning, photocopying and printing charges
• For paying for food and drinks in the cafeteria
• For the lockers in the cloakroom
• Buying, recharging as well as returning at the machine in the foyer

OPEN-SHELF ACCESS
• No reservation necessary
• 2 million freely-accessible volumes
• Shelf classification

PHOTOCOPYING/PRINTING/SCANNING
• Service point on Ground Floor
• Scanners and printers on other floors
• Payment using MensaCard

REGISTERING
• HU students: Registered automatically with matriculation
• All others: With ID card or passport and proof of residency

RENEWAL OF LOANS
• Self-renewing option via user account, as long as the items are not reserved by other readers
• Maximum 84 day loan period