

## Quick Reference Guide to the Online Catalog of Freie Universität Berlin

<http://opac.fu-berlin.de>

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The online catalog of Freie Universität Berlin contains a reference to nearly all media (books, CDs, etc.) held by the libraries of Freie Universität starting with 1990 as the year of publication, along with titles published earlier, if they have – in some cases with abbreviated information – been integrated, and all periodicals at Freie Universität Berlin, each listed with the relevant location. The majority of the old holdings of the law library (published before 1990) that were listed in the card catalog are now available within the online catalog as an online scan catalog (IPAC) (multiple catalogs – law image catalog). Library staff continue to work backward through the library's holdings, shifting materials from the IPAC to the online catalog, so it is recommended that users start every search in the standard search mode in the online catalog and then access the scan catalog as necessary. References to e-books and e-journals (in most cases, with direct links (SFX links) to the licensed databases) are also included in the online catalog.

An exception to this is databases that do not provide any SFX links (for legal research, especially periodicals that are contained in full text form in the databases juris online, Legios and LexisNexis Research). In this case, direct research in these databases is recommended after searching in the online catalog or on the library platform Primo.

The online catalog lets you do various things, including ordering and reserving materials, viewing your user account (including items checked out and reserved), and renewing borrowed materials yourself.

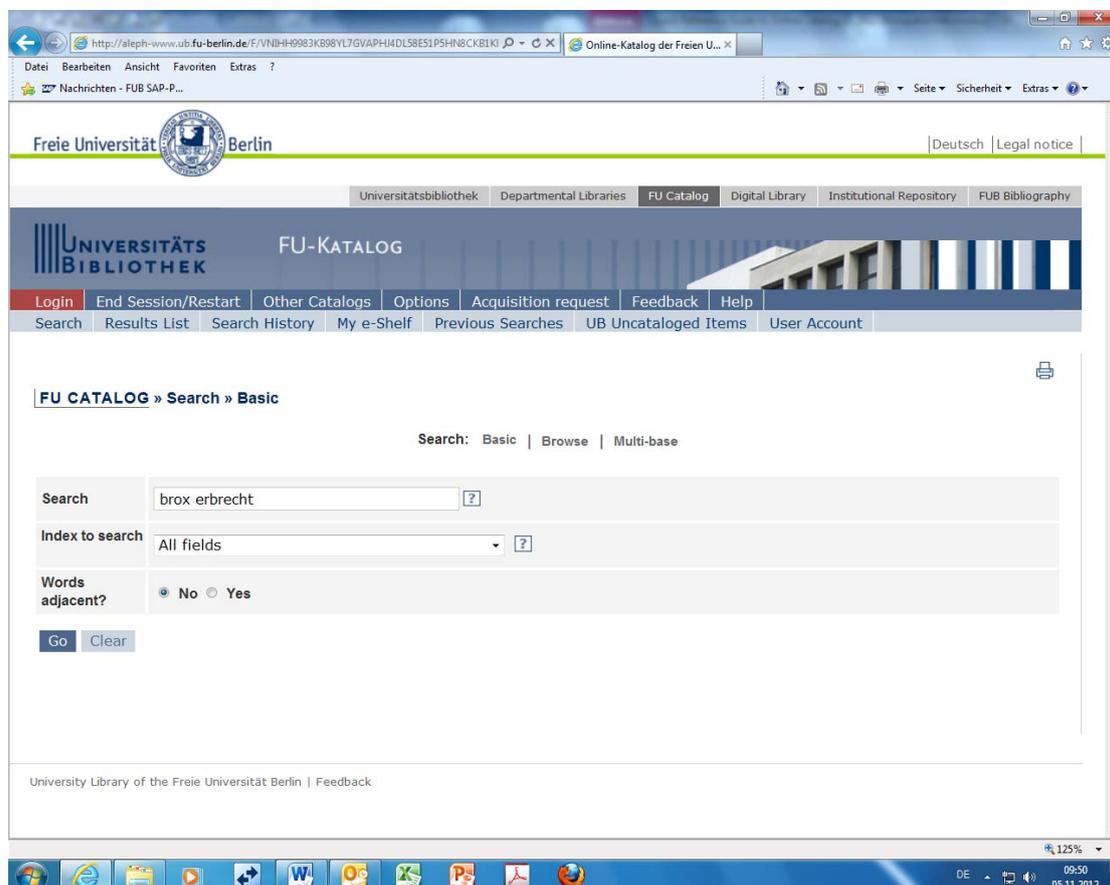


Abb. 1

## English / mobile

Above the navigation elements, you will see links to the English version and a version of the online catalog for mobile devices (smartphones). Both versions are limited in their functions.

## Help

In the upper area of the menu, you can click **Help** at right for detailed descriptions of all features, search tips, and login information. Context-sensitive help () can help you on the websites you enter.

## Anmeldung

If you are authorized to check out materials from the library, please use the user number on your user ID (for Freie Universität students, use the student ID number on the student ID) and password to log in. You cannot see your user account until you have logged in. All students should be sure to add their e-mail address to their user account so that due date reminders and messages regarding provision of materials reach them quickly by e-mail.

The user ID and password are valid at all libraries of Freie Universität Berlin that offer online checkout.

Unless you are notified otherwise, the preset password consists of your postal code and the first letter of the street where you live (example: 11111K). For external users, the preset password is the user's date of birth, in the format DDMMYY (example: 221178). Please change this password right away. To do so, go to **User Account** and click Change Password. Your new password cannot be longer than 15 characters.

**Important:** Please note that it is also necessary to **close all browser windows** even after logging out; otherwise, the next user may be able to access your personal information and use your account to check out materials."

## Konto abfragen und Bücher verlängern

Nach der Anmeldung finden Sie unter **Benutzerkonto** Ihre Ausleihen mit Fristen, Bestellungen bzw. Vor-merkungen, evtl. Gebühren, die entstanden sind, oder Fernleihbestellungen. Hier können Sie alle oder einzelne Ausleihen verlängern und sich ein anderes **Passwort** geben. FU-Studierende dürfen die Adresse selbst korrigieren und Ihre **E-Mail-Adresse** eintragen.

Die Möglichkeit sollten Studierende nutzen, um automatisierte Nachrichten (z.B. die Bereitstellung eines aus dem Magazin bestellten Buches zur Abholung) per E-Mail sofort zu erhalten. **Alle anderen Benutzer** werden gebeten, soweit nicht bereits geschehen, **an der Theke ihre E-Mail-Adresse anzugeben**, damit auch sie die Informationen aus dem System direkt erhalten. Der Bibliothek erspart es unnötiges Porto. Bitte geben Sie auch an, falls sich Ihre Adresse geändert hat.

## Review account info and renew books

After logging in, you can click **User Account** to see all materials you have checked out, with due dates, orders and reservations, and any fees you may owe, along with interlibrary lending orders. From this section, you can renew individual items or all items at once. You can also change your **password** here. Freie Universität students are permitted to make changes to their own address and to enter their **e-mail address**.

Students should utilize this option in order to receive automatic messages, such as notice that a book ordered from the stacks is ready for pick-up, right away by e-mail. **All other users:** If you have not already done so, please **provide your e-mail address at the desk** so that, like students, you can also receive information from the system directly. This saves the library unnecessary postage. Please also let the library staff know if your address has changed.

## Finding literature

In **Basic Search** → All fields, you can enter all search terms (author, title, year of publication or keyword, etc.) next to each other, separated by spaces, as search criteria. You can also use the pull-down menu to restrict your search to one field.

It is important to make sure that your search entries are **short**, but **correct** and **complete**, and that they limit the number of search results to make the results more manageable. With this in mind, the library recommends entering the **last name** of the *first* contributor or editor and a major **part of the title** (example: Kimminich Handwörterbuch), if known, for your search. Unlike in some search engines, incomplete entries must be truncated with an asterisk (\*) (example: enter "Gleichstellung\*" to see a list of works containing terms such as "Gleichstellungsrecht," "Gleichstellungsgesetz" and so on in the fields indicated). Searches are not case-sensitive.

If you wish to combine multiple search fields in a specific way, the **Advanced Search (Erweiterte Suche)** function is recommended. You can use the pull-down menu to set the relevant search field there as well (example: 1. Author, 2. Year of publication, etc.). Please also be sure to note the examples and search tips provided under "Help." This section also offers additional information on truncation (root word search) and using Boolean operators (UND, ODER, NICHT or AND, OR, NOT, depending on language) to create logical connections between search terms. It is also possible to limit search results to specific types of publications (e.g., university journals or Festschriften) or electronic media (e.g., online sources) or to specific libraries.

A large portion of the law library's collections published prior to 1990 are found in the law IPAC scan catalog containing the scanned index cards from the previous card catalogs. However, since records of these holdings are being shifted into the OPAC on an ongoing basis while also being removed from the IPAC, you should **search the OPAC first**. As soon as a volume is checked out, for instance from the stacks, it is also included in the OPAC, so it can be searched and checked out from there in the future. If the desired literature cannot be found or can be found only in a different library, or if the location signature is not shown, please remember to **check the IPAC anyway**: This volume may be present in the department library, but it might not have been listed yet, at least not completely, in the OPAC. Library staff members, especially those at the library information service (*bibliothekarische Auskunft*) are happy to assist you with searching the law IPAC.

You can also **recommend that the library purchase** books that you believe are important, but are not represented in the library's collections. You can do this directly from the OPAC by selecting the appropriate menu point from the upper menu bar.

If the checkout status is listed as "**Ausl. nur an wiss. Pers.**," or "checkout for academic staff only," that means borrowing that item outside of the reading room is generally possible only for instructors and other scholars affiliated with the department. If an item you wish to use has been checked out, please ask at the desk whether the staff can obtain that volume for you briefly and provided to you for your review. Please also ask at the checkout desk if the item you wish to use is a copy from the specialized literature collections present only in the reserves (*Handapparat*) of certain chairs (the OPAC will show "**Einsicht auf Anfrage**," or "review upon request," for these items). Items listed as "**Präsenzbestand**" (reference collections) are always located in the reading room. Literature marked "**Handapparat LS**" (reserves, reading room) is located at the desk and can be checked out there for one-hour periods to use in the reading room or reserved via the online catalog.

When you search for periodicals, the information filtered out in the case of **legal journals and other periodicals** to which the library holds subscriptions includes not only the periodical title, but also the years and issues present. A large portion Please note that electronic editions of periodicals (e-journals) are only shown in the online catalog if the relevant databases provide SFX links. It is also recommended that, after this step, users immediately search **in the relevant databases** for the **electronic issues available there that only**. As a general rule, the electronic resources will be displayed to you in the online catalog as well. Periodicals in some individual databases (e.g., juris, Legios, and LexisNexis Research) are, however, not shown either in the online catalog or in the digital library, and must be searched for in the specific databases instead. For holdings of periodicals outside of Freie Universität, please see the Zeitschriftendatenbank ([www.zdb-opac.de](http://www.zdb-opac.de)), which applies to all of Germany.

Searching for **keywords (RSWK)** is possible for the collections of the University Library and for some portions of the collections of some other department libraries, including the law department library.

If there are multiple **results** for your search term, you will initially see a **results list**. You have a number of options for sorting this list, for instance by clicking the "**year**" column heading to sort by date. Click on the number to the left of the title you wish to see in order to see a **full title display**. Clicking on copies under "overall holdings" (*Gesamtbestand*) shows you the signature, location, and checkout status (only for libraries with online checkout) at **all libraries of Freie Universität**. In the results list, clicking on the library shown at right will take you directly to the record for that copy at the library in question. If you are looking for a work with multiple volumes, you have to first click the correct edition of the correct volume and then click the library in question before you can see specific copy information on holdings and location.

### **Systematic search starting with a found title**

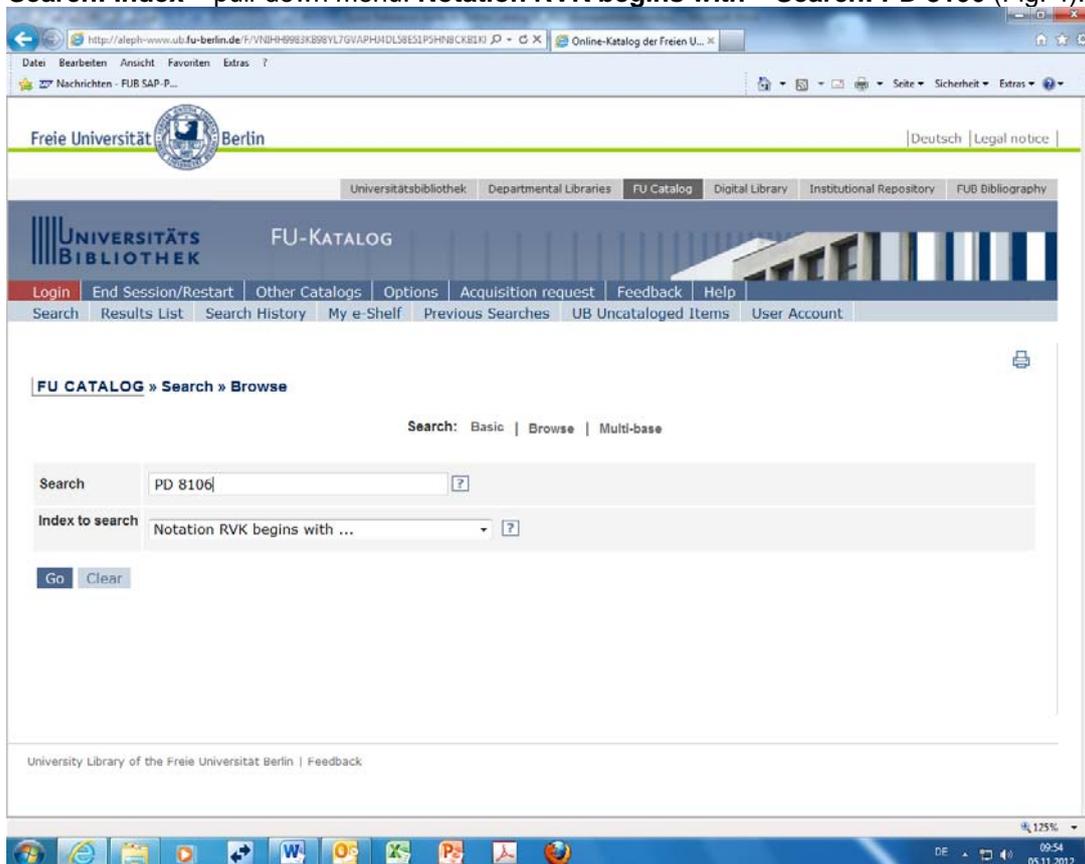
From the full title display (*Titelvollanzeige*), you can systematically search the collections of the department library using the new *Regensburger Verbundklassifikation* (RVK) classification system, which helps you find other books on the same and similar topics. To do so, click on the **RVK notation** in the title display in standard format. This will provide you with the results of an index search for the relevant system locations (in the example of "Brox Erbrecht," this is **PD 8106**). In the case of holdings acquired before 2010, you can also search in the line "**Lok. Notation Jura**" (in the example below, **CH 4**), which shows the local notation for law (the old house signature). This is especially helpful for items held in the stacks.



Abb. 2

### Systematic search using known notations in the index

In the Index Search in the online catalog of Freie Universität, you can also enter the notation **PD 8106** directly under **Search: Index** – pull-down menu: **Notation RVK begins with** – **Search: PD 8106** (Fig. 4):



### Systematic search from RVK online

You can also access the **Regensburger Verbundklassifikation** website (in German) and conduct a systematic search from there in the online catalog of Freie Universität Berlin (Fig. 3). To do this, go to <http://rvk.uni-regensburg.de/> and click **RVK Online** in the bar at left. Then select the following:

**P** – Rechtswissenschaft (Law); **PD** – Bürgerliches Recht (Civil Law); **PD 8100 – PD 8380** – Erbrecht (Inheritance Law); **PD 8100 – PD 8108** – Allgemeines (General); **PD 8106 – Gesamtdarstellungen (overall listings) (e.g., textbooks and handbooks, introductions)**

Open “Recherche in Katalogen einzelner Bibliotheken” (Search in Catalogs at Individual Libraries) and choose “**Bibliothekssystem der FU Berlin**” from the pull-down menu. This will show you the command “**Suchen im OPAC**” (Search in OPAC) at right and take you to the online catalog of Freie Universität Berlin:

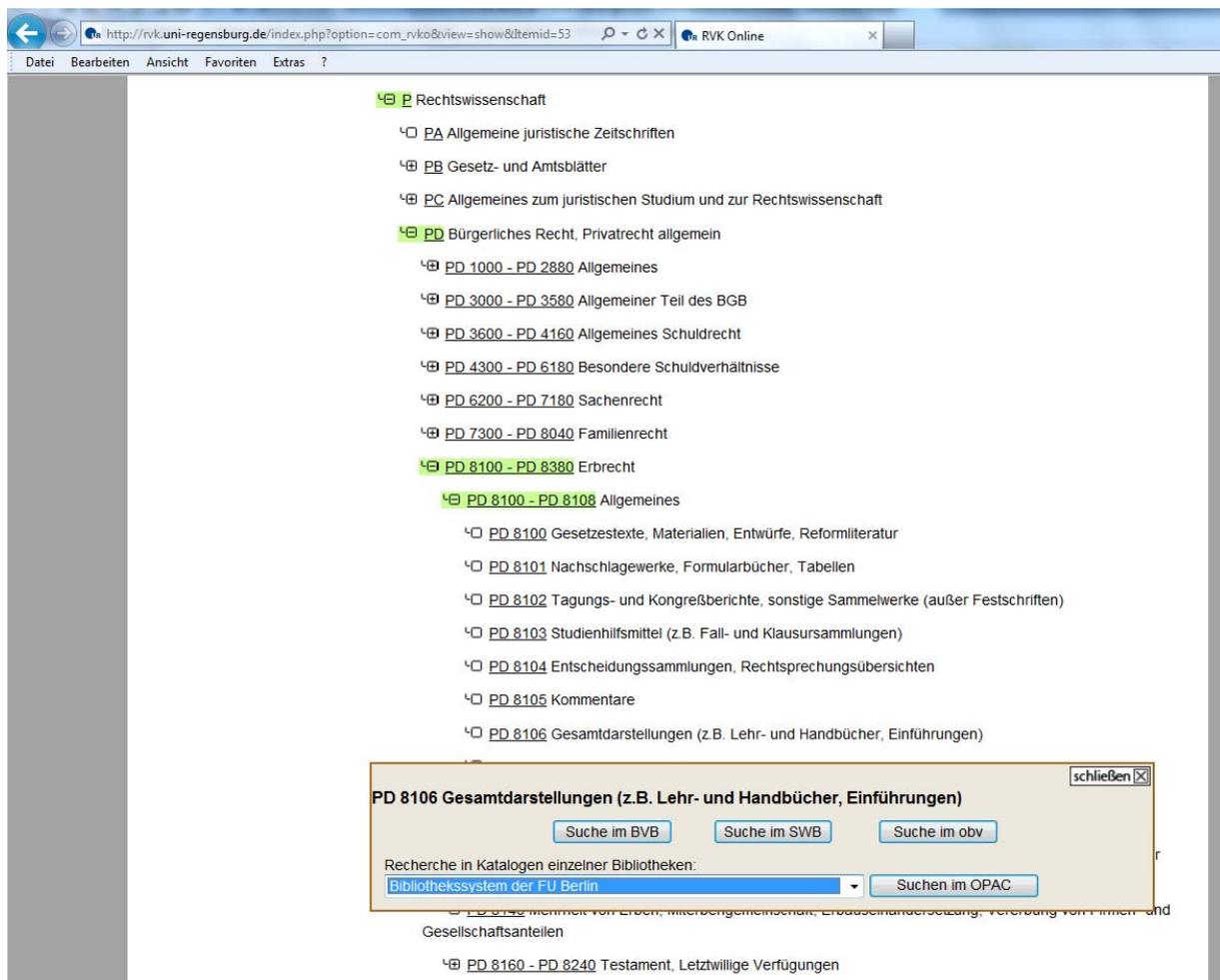


Abb. 4

Finally, “**Index Notation Rechtswissenschaft**” (index notation for law) (Fig. 5) allows you to find a systematic summary of older literature on certain fields of law, regardless of location, **according to the old house signature** used at our library. The necessary notation is found in the online catalog, in the references on relevant works according to criteria such as a title keyword (here: Erbrecht; Fig. 2):

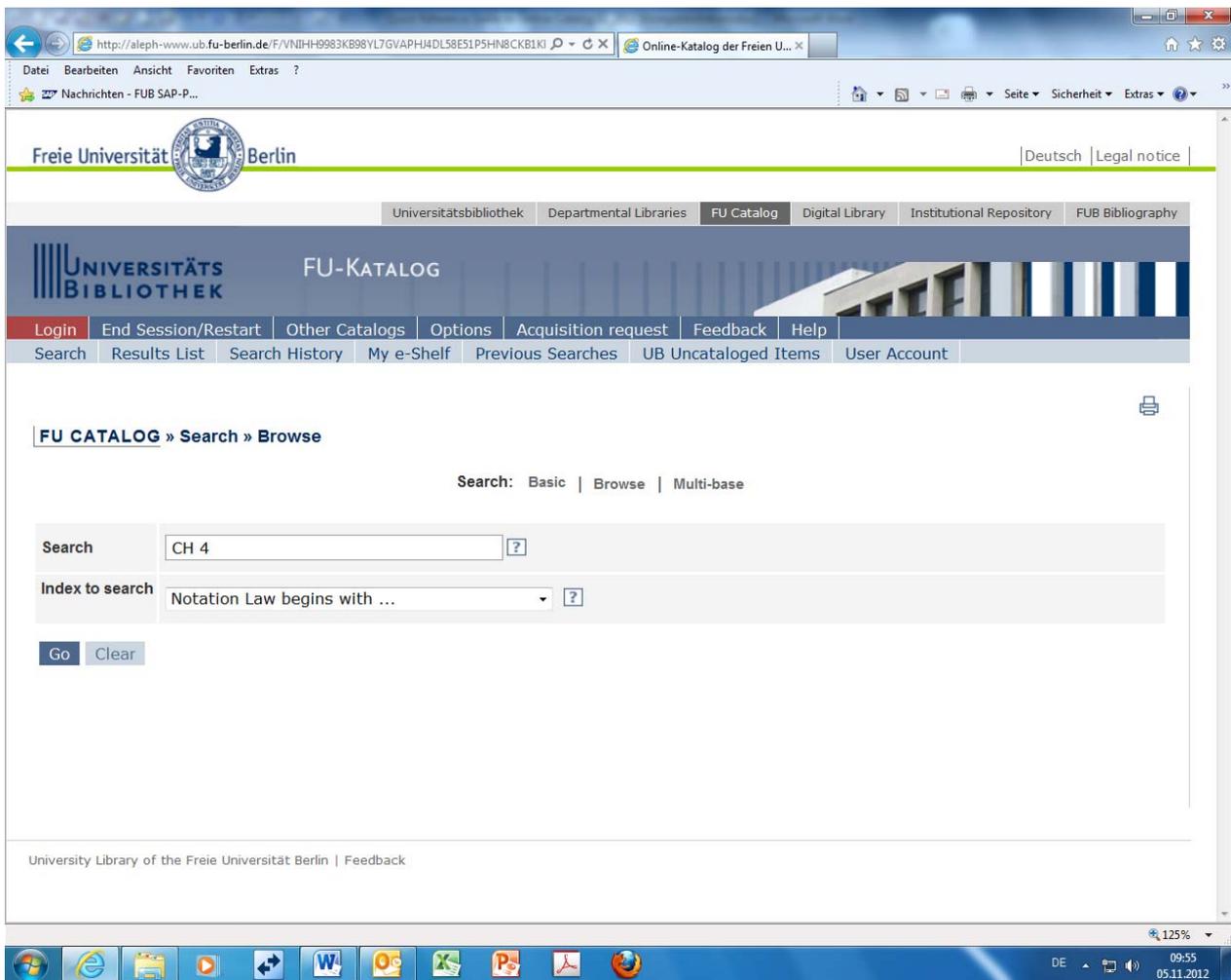


Abb. 5

### Browse the index

The **index** lists all searchable terms, sorted alphabetically or alphanumerically (signature index). Users can browse through these lists. You can use the index search if you want to get an alphabetically listed sense of the terms/titles used or the names represented, or if you want to search for literature under a specific signature (register and browsing function). In the pull-down menus, you can then search automatically in lists if you select a field designation containing the terms "... begins with ...".

You can use the index search function to search the **Index Notation Rechtswissenschaft** (index notation for law) for an older **Festschrift**, **Gedächtnisschrift** or similar materials on a specific individual or institution. To do this, enter "**A XI** [last name]." You can also enter "**AN**" to find **German law in foreign-language editions**, irrespective of where these items are held.

### Ordering or reserving literature

If you have found the desired title, choose "**Copies**" (**Exemplare**) in the full title display or click your preferred library for information on availability, signature, location, and details of use. If you are authorized to check out the work, click "**Check Out**" (**Ausleihe**) to order the title. The only items available for **ordering** at the Department of Law library are items from the stacks. Items held in the reading room must be taken directly from the shelves. For works with multiple volumes, you need to click the library first, then the copy, before you can see specific copy information on holdings and location. If a date is shown under "Due Date" (**Fällig am**), the book is checked out; in that case, you can **reserve** the item (if you are authorized to do so) by clicking the "**Check Out**" (**Ausleihe**) button. Even if you do not have *general authorization to check out materials*, you can **reserve** a book that has been checked out in order to borrow it for a short period; this is called "*Vormerkung zur Kurzausleihe*." You can also do the same for an item marked "in processing" (*in Bearbeitung*), but the same option is not yet available for items marked "in acquisition" (*in Erwerbung*); processing is accelerated in this case (*Vormerkung aus dem Geschäftsgang*, or "reservation during processing") and you are allowed to **reserve the item for review for a short period in the reading room** if you click the "Check Out" button. If you do not see a "Check Out" link, it is not possible to order this book from this library online. Please inquire at the information desk.

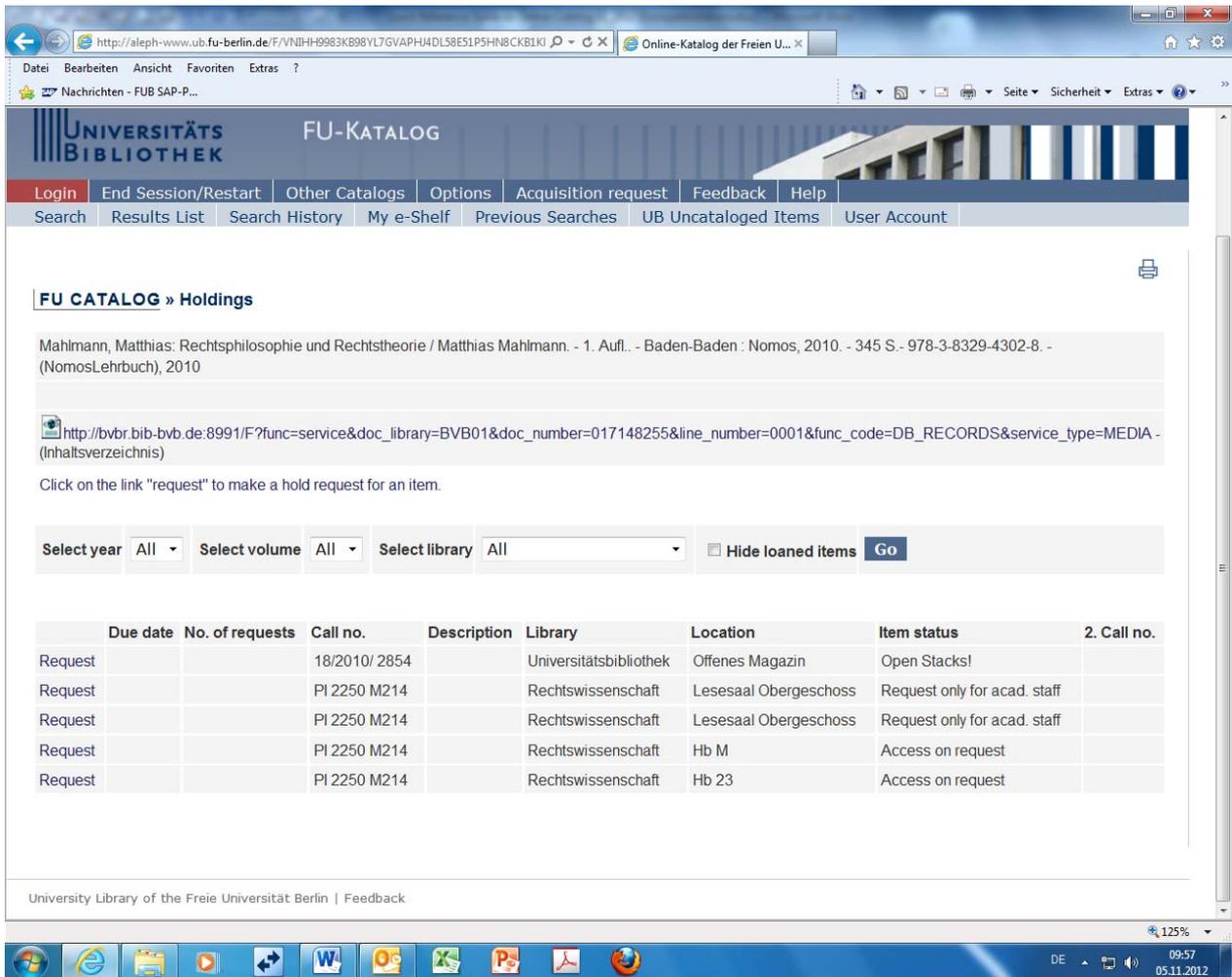


Abb. 6

As soon as you select “**Check Out**,” you will see a page containing copy information. Press “OK” to confirm. For the law department library, materials checked out are picked up at the checkout desk. When you pick up the books, you will need to tell the staff whether you wish to borrow them for use in the reading room or at home, since this is critically important to the checkout process.

You will see a message that the order has been successful. The same process is used to **reserve books that are already checked out**. At the law department library, literature ordered from the stacks is generally provided **in one hour**. If you have reserved books that have already been checked out or newly acquired books in processing, you will receive an e-mail as soon as the book you have reserved is on hold for you.

Literature that is not fully listed in the OPAC must be included in the system before it is checked out. For some titles, that may mean that the library staff has to create the new title record, but cannot do so until the next day, so you will not be able to check out these materials until the next day. Periodicals and loose-leaf collections are generally not available for checkout.

**Please note:** At the University Library, literature from the University Library that has been ordered online is provided in about an hour. Materials within the University Library’s collections marked with the location “Offenes Magazin” (Open Stacks) and “Selbstaussleihe” (Self Check-Out) as the type of use are on the shelves and freely accessible. Please retrieve these books yourself.

### Search History/Results List/My e-Shelf

The Search History function displays your search history. You can re-access results or link results together. The Results List function displays the results of your *last* search. Under “My e-Shelf,” you can start a listing of selected results for later data export. The results cannot be ordered as a bundle.

### “Weitersuchen im KOBV? Fernleihe” (Continue Search in KOBV? Interlibrary Lending)

If you have not found what you are looking for in the Freie Universität catalog, the button labeled “Weitersuchen im KOBV? Fernleihe?” (Continue Search in KOBV? Interlibrary Lending?) can for-

ward your search to various associated catalogs – with the option of placing an order for interlibrary lending (for further information, please see <http://www.ub.fu-berlin.de>). Interlibrary lending materials that have been ordered and checked out are listed in the user account in the online catalog. Interlibrary lending is free of charge for students of Freie Universität Berlin.