

# Report of Professional Visit

To

**Library of Stuttgart University  
(Universitätsbibliothek Stuttgart)  
Germany**

**From 01<sup>st</sup> to 31<sup>st</sup> July 2011**

By

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## **Sponsors:**



## **Contributors:**





**Professional Visit to “The Library of Stuttgart University (Universitätsbibliothek Stuttgart) – Germany  
From 01<sup>st</sup> to 31<sup>st</sup> July 2011”**

**The Library provides information and cultural experiences to the public In order to create personal development and learning.**

**“ACKNOWLEDGMENTS “**

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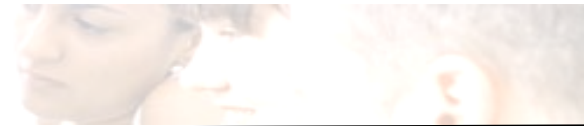
**“The Library of Stuttgart University - Universitätsbibliothek Stuttgart”**

**1- History and development**

The USB has its head office since their establishment in the year 1829 in the city center of Stuttgart. There itself the university (until 1967: Technical university) here no more not to expand could, since 1957 in Stuttgart Vaihingen a second university range was developed, which overhauled today the original location of the university spatially far. In the meantime the largest part of the scientific and engineer-scientific institutes is there settled. Architecture and Geisteswissenschaften as well as the restaurant and social sciences kept its location within the range city center.

Only a small part of the existence of the UBS still decreases/goes back to the establishment time. The library existed from the outset as own mechanism and was accommodated in main building. In 2. World war suffered it large losses. Considerably also a damage caused by water was due to a tempest in the summer 1972.





## 2. About Stuttgart University Library

### 2.1. Profile

The Stuttgart University Library is a (public) academic library. It mainly services research, teaching and learning at the Stuttgart University.

As central technical library for the state of Württemberg it also is open for users from outside the university, e.g. private persons, institutions, companies and administrations.

The Stuttgart University Library consists of a Main Library Downtown and a Branch Library Vaihingen (distance 8 km).

### 2.2. Holdings

The Stuttgart University Library holds

- More than five Million Items, including 500.000 volumes in open access
- The Library holds 1.800 subscriptions of printing titles.
- The library licenses a bout 22.000 electronic journals.  
(Numbers includes journals via national licenses as well)

### 2.3. Special collections

- mainly natural sciences and technology, architecture
- basic holdings in economics, social science and humanities Using conditions and special services The Stuttgart University Library
- Is a lending library – the lending term is 1 month. The circulation system Horizon is in use
- has a reference library and reading rooms with ca. 800 reading places
- offers copying on commission (also for color copies), self-service copying, microfiches-readers
- offers interlibrary lending service, i.e. lending service between the Stuttgart University Library and other Libraries in the state of Württemberg, in Germany and outside from Germany
- Offers – via the local area network of the University – access to information about special literature (periodicals articles) by CD-ROM data files (ReDI project). The access to the numerous data files is realized by the DBIS-System
- offers online-search in external databases
- offers electronic publishing of masters theses, dissertations, reports, proceedings and lecture notes in the OPUS-system (OPUS = 'Online Publishing in the University of Stuttgart')

### 2.4. Internet

The homepage of the Stuttgart University Library <http://www.ub.uni-stuttgart.de>

## 3- Library Services

User orientation and user friendliness stand with all services of the UBS in the center. Their task is the procurement, supply and development of media of all kinds. The past concentration on printed documents must be however necessarily supplemented by the simple, current and reliable supply of electronic media. The UBS fulfills these tasks through.

- A medium offer meeting demand.
- The fast supply of printed and electronic media and information.
- Clear presentation and list of the existence.
- Reliable entrance system to catalog and check-out counter.
- Content wise development of the again acquired media after uniform principles.
- Supply and switching of extensive data base and specialized news services.
- An efficient use service, consultation and training course offers.
- Publication, spreading and switching of electronic university writings of the University of Stuttgart (OPUS).

### The OPUS-System:

Most publications produced in university research and teaching (e.g. Master Theses, Dissertations, Reports, Proceedings, Lecture Notes, [postdoctoral theses and other university publications]) are of considerable quality. Professional desktop publishing systems to achieve these quality standards are widely used.

In order to enable every university member (staff or student) to publish, retrieve and use electronic documents via the World Wide Web, the OPUS-project was carried out by the University Library and the Computing Center of the University of Stuttgart. The project was made possible by the German Research Net (Deutsches Forschungs-netz) and the Federal Department of Higher Education (Bundesministerium für Bildung und Forschung).

(Online-) Publishing with OPUS means: converting the electronic document to PDF (portable document format) and writing some metadata about it, which will be stored in Dublin Core format using a SQL-Database.

Retrieval will therefore have the typical functionality of other well-known online databases:

- different search-fields
- truncation-options
- Boolean operators etc.

On the OPUS-server, full text-retrieval is also possible. So the retrieval provides significant information in this field with high precision and recall.

The electronic documents of the University of Stuttgart (OPUS-documents) also can be searched

- via the Union Catalog for South-West Germany (SWB) which contains roughly 8 million titles of publications held by libraries in the region or
- via the BISSCAT, the Union OPAC of the academic libraries in the region of Stuttgart

The Opus-system was made available to all members of the University of Stuttgart in spring 1998.

The system can be established at other universities or institutions. OPUS is used by the University of Constance to manage its electronic publications, as well at the Universities Freiburg, Hohenheim, Tuebingen, Heidelberg, Mannheim, Regensburg and Saarbrücken.

The further development of OPUS is funded by the University of Stuttgart and the `Zukunftsoffensive Junge Generation` of the state of Baden-Württemberg:

- extension of the Online Publishing Union of the Stuttgart University to an Online Publishing Union of the Region of Stuttgart (Hohenheim University, Library of the state of Württemberg)
- Extension to electronic documents of “Fachhochschulen” (university of applied sciences, advanced technical college) of the region (HBI u.a.)

In cooperation with the BSZ: Adaptation of a search service/engine, which – based on Dublin Core Metadata – has to meet the requirements of an academic retrieval.

- Regional of entrance system to catalog and check-out counter of the libraries of the region Stuttgart (BITE)
- Electronic magazine library (EZB)
- Data base information system (DBIS)
- Electronic document supply for coworkers of the University of (LEA)
- On-line order of Monographien, essays etc. from other libraries by remote borrows (remote borrow on-line)
- Furnish to a translation data base for ostsprachige scientific literature
- Mechanism of a European Dokumentationszentrums.

## 4- Library Departments

### 4.1. Acquisition Department

#### 4.1.1. Dissertations and book exchange.

- This is the department which is responsible for obtaining the Dissertations and habilitations from professors also responsible for exchanging Dissertations or habilitations between other libraries either in Germany or outside Germany like in Japan, China, and Egypt.
- The department only receives the PHD Dissertations not Diploma Dissertations because they are too much.
- For each Dissertation the professor had to deliver 8 hardcopies and 1 soft copy published on (Online Publication System – OPUS).
- In some cases professors deliver about 45 copies of their Dissertations & the library distribute them as follows:
  - 1 ➔ copy for borrowing.
  - 1 ➔ copy for archiving.
  - 4 ➔ copies for supervisor.
  - 1 ➔ copy for the Faculty.
  - The rest for exchanging between other libraries after having permission from the Faculty.
- Total Numbers of Dissertations and habilitations in the Stuttgart university libraries amount **100.000:200.000** Dissertations.
- Dissertations are cataloging by **SWB** library system, this system using in the most of libraries in Germany, each library can catalogue its items whether: books, periodicals and Dissertations. Etc and other libraries don't need to repeat the cataloguing for the items which already catalogued in **SWB** system.
- Librarians in the Dissertations department doing data entry for the bibliographic data for Dissertations on **PICA** and **LIBRO** library systems then they sent the bibliographic data to circulation department in order to entry these data on **HORIZON** library system which is using in circulation process.

- Dissertations department in Stuttgart university library issues bi-year report for the latest Dissertations and you can find in this report a mark like \*) and it means there are copies from this Dissertation for exchanging.
- **Total number of yearly Dissertations which presented to Dissertations department about 360 to 370 Dissertations.**

#### **4.2. Collection Management Department:**

-The Collection Management department divided into 3 sub departments as shown below:

- 1- Books
- 2- Magazines and newspaper
- 3- Dissertations.

- Books department: this department is responsible for purchasing books and other materials in the library, and it is also contain some departments:

- purchasing books
- Exchanging books
- Gifts (books and other items)

#### **4.3 Electronic services Department**

- 3.1 Internet Services.
- 3.2 Online Databases.

#### **4.4 Circulation Department**

##### **4.4.1 Inter Library Loan.**

- This service means that you can order the book or papers you need from another library but with fees of 1.5 Euro for each book.
- This service is free for library staff only.
- The department is subscribed in BSZ of Baden-Wurttemberg and it has to pay for each document delivery.
- This service also available internationally but it costs too much, and you can obtain your document or book within 1 week to 2 months according the country you asked to deliver the book, and they're using IFLA prepaid card to pay for each document delivery, the cost for each document vary between 8 to 24 Euros according to the price of the delivering library.
- You can fill inter library loan form on the official library website.
- The library of Stuttgart University pays each year about 10,000 Euro to the BSZ to obtain that service.
- The library pays for each book or document delivery action about 1.2 Euro and obtains 1.5 Euro from the user and that means that the library got only 30 Cents for each delivery action.



#### 4.4.2 Traditional Circulation.

- **Registration:** in order to borrow books you have to register, eligible for registration are the members of the Stuttgart University (Students, Staff) as well as other residents of Germany. A library card will be issued for free at the loan desks and in case of the loss of your library card you have to inform the loan desk in person or by phone to block the account and issue another library card but for 2.5 Euro.
- **Borrowing:** most of the library holdings are available for borrowing depending on the location according to the shelf mark or you may ask your desired books from the stacks or another branch.
- **Your Account:** all items you borrow are registered on your account, as well as requests and reservations you made, furthermore, fees and overdue fines are charged to it., you can access your account online to check what you have borrowed or to renew items or make reservation.
- **Returning items:** books can be returned at each library branch.
- **Renewal of the loan period:** the loan period can be renewed 3 times for another month (not earlier than 10 days before the end of the loan period). Provided that the item has not been reserved by another user, the renewal can be done at the computer or in person or via fax.
- **Reservation:** media currently on loan can be reserved, as soon as the desired item is available you will be notified, and in this case your account will be charged fees of 45 Cents payable when the item is collected.
- **Reminders:** for overdue items reminders are sent and fines are charged as follows:
  - 1<sup>st</sup> reminder: 1.5 Euro, per item.
  - 2<sup>nd</sup> reminder: additional 5.00 Euro per item.
  - 3<sup>rd</sup> and following reminder: additional 10.00 Euro per item.
- **Block account:** with a blocked account you can neither borrow any items nor renew the loan period of items you have already borrowed, also the online access to your account is restricted.

#### 4.3. Cataloging Department

##### 4.3.1 The online-catalogue

The local online-catalogue of the Stuttgart University Library is equipped as a view on the online-catalogue of the South-West German Cataloguing Union (SWB; Union Catalogue of the State of Baden-Württemberg.).

In addition to the local online-catalogue, there is a common online-catalogue for the libraries in the region of Stuttgart, the so called "Regional Catalogue Stuttgart" ("Regionalkatalog Stuttgart"). As well as the local online-catalogue, the regional catalogue Stuttgart is equipped as a view on the online-catalogue of the SWB.

The Stuttgart University Library runs this catalogue in cooperation with the Hohenheim University Library and the Württemberg State Library.

The Stuttgart University Library is one of the numerous participants of the SWB

The Stuttgart University Library records its titles in the Union database of the SWB.

The title records are catalogued by a special Client (WinIBW-Software) und displayed via the Web. In the past, every two weeks, the local online-catalogue was fed with data from the SWB offline.

### **Electronic Service Department:**

- 1- SWB: The South West Catalogue Of Baden Württemberg.
- 2- RKS: The Regional Catalogue of Stuttgart
- 3- LEA2: The Local Electronic Document Delivery System.
- 4- REDI: The Regional Database Information.
- 5- EZB: Electronic Journals Library.
- 6- ECUS: Electronic Chip Card of Stuttgart University.

#### **4.3.2 The regional catalogue Stuttgart /Regionalkatalog Stuttgart (RKS)**

The RKS is a World Wide Web OPAC for the access to the OPACs, holdings and information resources of the academic libraries in the region of Stuttgart.

In addition to the OPACs of the libraries and library systems, there is a common OPAC for the libraries in the region of Stuttgart, the so called RKS. The Stuttgart University Library runs the RKS in cooperation with the Hohenheim University Library and the Württemberg State Library.

Some figures of the RKS:

##### **StOPAC**

(Bibliographic Union Database for the academic libraries in the region of Stuttgart):

3.600.000 title-records in addition 360.000 national licences  
6.900.000 holding-records in addition 360.000 national licences

OPAC of the Stuttgart Library:

960.000 title-records  
985.000 holding-records

OPAC of the Institutes of the Stuttgart University:

496.000 title-records  
591.000 holding-records

The title-records are displayed in the Web-based RKS.

### **4.4. Periodicals Department**

#### **4.4.1. The Electronic Journal Library (EZB)**

<http://rzblx1.uni-regensburg.de/ezeit/index.phtml?bibid=UBS&colors=7&lang=de>

##### **General Information**

The **Elektronische Zeitschriftenbibliothek EZB (Electronic Journals Library)** offers an effective use of both scientific and academic journals publishing full text articles in the internet.

This service has been developed at the Universitätsbibliothek Regensburg (University Library of Regensburg) in cooperation with the Universitätsbibliothek der Technischen Universität München (University Library of



the Technical University of Munich). All the time, the EZB is being further enlarged. Meanwhile, 416 libraries and research institutions make use of this service in their daily work.

They collect the titles cooperatively and update the bibliographic data jointly in a central database. For each participating institution, we generate a range of electronic journals adapted to the respective library's requirements. Each member can administer for itself the locally licensed journals and integrate individual user instructions by means of a decentralized specific license administration. Online journals on subscription can therefore be offered within the same system as free e-journals. The Universitätsbibliothek Regensburg is in charge of the technical maintenance and further development.

#### 4.4.2. Functions

The EZB offers fast, structured and standardized access to scientific and academic full text journals.

At the moment, it contains 31755 titles, among them 3862 online-only journals, covering all subjects. 14365 journals can be read free-of-charge. Additionally, the participating libraries offer full text access to the respective journals they subscribe to.

##### Subject Lists:

The journals are filed according to subject. The subject lists for each member institution are generated from a database showing the current status.

Full text accessibility is shown by means of dots in different colors:



Full texts are freely accessible.



The library / research institute has a license for this journal; therefore it is accessible for the users of this institution.



The journal is not on subscription, thus full texts are not accessible. Mostly, however, tables of contents and in many cases abstracts are available free-of-charge.



The institution has no continuous subscription on this journal. Therefore, only some of the published volumes are accessible as full texts.

##### Search tools:

At the moment, it is possible to search for journal titles.

But we plan to install article search in the EZB soon.

##### Display Options:

There are also various display options.

It is possible to choose a list of all journals or simply selected titles only. For example, one can select

only free e-journals and/or only journals on subscription.

Furthermore, one can opt for the journals offered by another institution.

##### Suggest a Title:

By means of an internet form, users can suggest titles to be added.

## **"Visiting Other Libraries"**

### **1- Visiting Württembergische Landesbibliothek (State library Württemberg Stuttgart)**

#### **1.1. General Information:**

The Wurttemberg state library is a regional library for Baden-Wurttemberg, in particular for the administrative districts of Stuttgart and tuebingen, the library currently comprises 5.3 Million media items, i.e. 3.4 million volumes, 13.500 current journals, 15.263 manuscripts, 7.077 incunabula, and 140.422 maps and portraits.

**1. 2. Staff:** about 200 employees.

#### **1. 3.History:**

The library was founded in Ludwigsburg as a public library on 11 February 1765 by Duke Carl Eugen Von Wurttemberg; after 1777 it was housed in series of different buildings in Stuttgart, in 1886 it was moved into a modern library building, the greater part of which was destroyed in 1944. The present building was opened to the public in 1970. From the beginning, Duke Carl promoted the development of the library's collections (manuscripts, bible collection, incunabula) after 1803 under King Friedrich there was a tremendous increase in holdings as a result of the Secularization.

#### **1.4. The Present Library Facility:**

The new low-rise building is composed of three units (reading rooms, the administrative offices and a central section with lobbies and catalogues) the stacks are located underground, in two stores, using exposed concrete and red brick, The reading room unit has a copper facing. A conveyor belt moves books from storage area to the circulation desk.

#### **1.5. Use of the Library:**

The library is open to the general public. Borrowing privileges are extended to all residents of Baden-Wurttemberg and to anyone holding an identification card from one of the universities in the state. Numerous borrowers from beyond the greater Stuttgart area obtain books on loan by mail, free of charge.



### **2- Visiting Library University of Karlsruhe**

#### **2.1. About the Library:**

The University library is the main library of Karlsruhe University and is open round the clock. It provides 18.000 students with a million books and 1.700 journals and periodicals, the emphasis is on natural science, technology and economics, Current literature is openly available in the reading rooms, A

System of book tagging combined with the automatic lending and return of books allow 1.000 places to be used at any time, day and night.

#### **2.2. The Digital Library:**

The university Library offers its primary services via the internet. As parts of this there are regional and national online catalogues, specialist databases, electronic full text and multimedia as well as different document delivery services, University members can publish their dissertations for free via the university library.



## 2.3. The Library Services:

**2.3.1. Search in the Catalogue:** The university catalogue contains books and journals in the university library and decentralized libraries, but journal articles are not available in the university catalogue.

**2.3.2. Digital library and Databases:** specialist databases enable searches for journal articles, books and other publications in one or more areas independent of the university's collection.

**2.3.3. Ask Librarian:** Please ask at the information desks on the ground floor of the new library building, throw the library phone.

**2.3.4. Borrowing:** All members of the University as well as anyone with a German resident permit can borrow books for free, Members of the public can receive a private card for 10€.

**2.3.5. Reading room:** All the reading rooms contain the current literature from the last few years in the relevant specialist field as well as specialist journals, every reading room is equipped with photocopiers, WLAN and fixed cable networks.

**2.3.6. Delivery services:** The Karlsruhe University library offers different delivery services and provides its members with national and international literature.



## Positives and Recommendations

### A- Positives

#### 1-Library of Stuttgart University

According to my professional visit to the library of Stuttgart University I saw many positives in the library and I'll try to brief them into the following points:

- 1- **OPUS:** Most publications produced in university research and teaching (e.g. Master Theses, Dissertations, Reports, Proceedings, Lecture Notes, [postdoctoral theses and other university publications]) are of considerable quality. Professional desktop publishing systems to achieve these quality standards are widely used.
- 2- **Information Literacy:** and it means that one of the librarians can give sessions to the library users in order to show them how to use the library and how they can get full benefits of its services.
- 3- **Subject Librarian:** it means that one of the librarians is responsible for the acquisition procedures which includes selecting items, quantity, and dealing with suppliers.

- 4- **Donations:** we noticed at the main entrance of the library of Stuttgart University that they made special shelves for the unused books and students could take any of these books and donate by any amount of money.

## 2- Library of Karlsruhe University

During our program we visited the library of Karlsruhe University and we're amazed with some points trying to brief as following:

- 1- The library have a new automatic machine for self borrowing / returning books, any user can use the machine by himself with a valid ID to check or return the needed books automatically.
- 2- The library is using a developed automatic system for lockers reservation which allows the user to get free locker key automatically for only 24 hours time and after that the user has to pay.
- 3- The library is using a developed automatic system for transferring books among different departments.

## B- Recommendations

- 1- **Integrated System:** the most important problem that all the Library of Stuttgart university staff are facing that they're using many systems in different technical processes, and that needs more concentration and need more staff members to do all the tasks, but we think that if the library could unify only one integrated system that would save a lot of efforts and time. And the library now is integrating all its library systems into 1 system - German System – hopefully they can finish the integration in next Jan 2012
- 2- **Membership with fees:** we noticed also that the membership in the library is for free for the students or for the public users, although the library needs more money to operate all its functions, so we suggest to make this membership with moderate fees.