



Central Law Library

Information for Library Users



2018

Opening hours

Monday–Friday 7 am –11:00 pm
Saturday, Sunday,
public holidays 9 am –11:00 pm

Service hours

Monday–Friday: 8 am – 6 pm

Email

zbr-service@uni-hamburg.de

Homepage

<https://www.jura.uni-hamburg.de/en/die-fakultaet/zbr.html>

Central Law Library Information Desk

+49 40 42838-7171

Impressum (legal disclosure)

Director of the Central Law Library
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Central information / supervisor's desk
+49 40 42838-7171

Universität Hamburg
Central Law Library
Rothenbaumchaussee 33
20148 Hamburg
Germany

Dear Library Users,

Welcome to the Central Law Library (Zentralbibliothek Recht, ZBR)! We hope that this brochure helps you find your way around our Library. Should you still have questions after reading this brochure, please go to the Information Desk on the ground floor of the ZBR.



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Applying for and using your library card

Library card access

You need a library card to access, use, and borrow media from the Central Law Library (see Section 2 subsection 1 and Section 3 subsection 2 of the Regulations for the Use of the Central Law Library).

This applies to the entire library system at Universität Hamburg, which includes the following libraries:

State and University Library (SUB)
Departmental and institute libraries at the University
Central Medical Library (AeZB)

The card access system is always in operation, and you can only enter with a valid library card.

More information can be found on the ZBR homepage under “Access” (Zugang zur Bibliothek)

How and where do I get a library card?

You must **apply** for a library card online.

The online library card application is available on the Central Law Library’s homepage (<https://www.jura.uni-hamburg.de/einrichtungen/zbr.html>) under “Access > Library card” (Zugang: Bibliotheksausweis).

Once you have applied online for a library card, you can pick it up at the following locations:

At the **Central Law Library** (ZBR Information Desk), the **departmental and institute libraries** at **Universität Hamburg**, or the Hamburg **State and University Library** (SUB).

Please consult the respective library homepage for the times when you can pick up your card.

What do I need in order to apply for a library card?

A German ID card or EU ID card (alternatively: passport or electronically readable driving licence, in each case with address confirmation by the residents' registration office via a place of residence in Germany if a German address is not shown in the ID card/passport) and, if necessary, temporary resident permit / residence permit.

For free or reduced cards

- Student or school ID card
- For ages 14–17 inclusive, the supplementary sheet for the application
- Certificate of appointment/employment contract from the Uni HH
- Certificate of appointment/employment contract from a university in the state of Hamburg, proof of a special reason for reduction, e.g. in receipt of state benefits under SGB II (ALGII) and SGB XII, employed as an apprentice, participation in state voluntary service or in voluntary year

Please provide originals of all documents (e.g., ID cards and passports).

Library card: Fees

Library cards are **free of charge** for students and academic staff of the state universities in Hamburg in accordance with Section 1 of the Hamburg Higher Education Act (Hamburgisches Hochschulgesetz, HmbHG) and also for school students at state schools in Hamburg. University and school students must show their current enrollment certificate or student ID card.

Certain groups of library users must pay user fees; these must be paid when the library card is collected. Please note that in the Central Law Library, fees can only be paid using an EC card.

Overview

Students of state institutions of higher education in the territory of the Federal Republic of Germany, scientific staff of state - run Hamburg universities according to § 1 HmbHG, as well as pupils of general education schools	€ 0
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Natural persons not mentioned in point 1:

- | | |
|-------------------------------|------|
| • Yearly ticket (12 months) | € 20 |
| • Half-year ticket (6 months) | € 13 |
| • Monthly (1 month) | € 5 |

Trainees, federal voluntary service, recipients of unemployment benefits and social assistance: Yearly ticket (12 months)	€ 5
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Duplicate library card for all user groups	€ 10
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The fee table for academic libraries is available as a general overview on the ZBR and SUB homepages.

Subject sections in the Central Law Library

New Bldg.	Abbrev.	Field of Law	Abbrev.	Field of Law	Old Bldg.
5+	DNR RR RPh	German and Nordic Legal History Legal History Roman Law Philosophy of Law			
4+	EUR IIA	European Union Law International Affairs and International Law	OstR	Eastern European Law	4
3+	ÖR VL	Public Law Public Administration	FSt SR	Finance and Tax Law Law of the Sea and Maritime Law	3
2+	IPR VR EDV MedR Soz	Foreign and International Private and Procedural Law Insurance Law Data Processing and Law Medical Law Social Law	StR Kri	Criminal Law Criminology	2
1+	BR ZPO AR	Civil Law Civil procedural Law Labour Law	HR	Trade and Commercial Law	1
		Journals and consec. Volumes			
	Ref	Reference Collection (selected current literature)			
		ZBR Information Desk			
E+	ZS ES AB FS/Allg FS ÖA	Journals (bound) Law reports Other fields <i>Festschriften</i> / General <i>Festschriften</i> Economic Analysis of Law			

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Shelfmark	Field of Law	Floor
Allg.	Allgemeines / Nachschlagewerke (General)	Ground Floor
AB	Andere Bereiche (Other fields)	Ground Floor
AR	Arbeitsrecht (Labour Law)	1+ (New Bldg)
BR	Bürgerliches Recht (Civil Law)	1+ (New Bldg)
DNR	Deutsche und Nordische Rechtsgeschichte (German and Nordic Legal History)	5+ (New Bldg)
EDV	Datenverarbeitung und Recht (Data Processing and Law)	2+ (New Bldg)
ES	Entscheidungssammlungen (Law reports)	Ground Floor
EUR	Europarecht (European Union Law)	4+ (New Bldg)
FS	Festschriften	Ground Floor
FSt	Finanz- und Steuerrecht (Finance and Tax Law)	3 (Old Bldg)
HR	Handels- und Wirtschaftsrecht (Trade and Commercial Law)	1 (Old Bldg)
IIA	Internationale Angelegenheiten (International Affairs and International Law)	4+ (New Bldg)
IPR	Ausländisches u. Internationales Privat- und Prozessrecht (Foreign and International Private and Procedural Law)	2+ (New Bldg)
Kri	Kriminologie (Criminology)	2 (Old Bldg)
MedR	Medizinrecht (Medical Law)	2+ (New Bldg)
ÖA	Ökonomische Analyse des Rechts (Economic Analysis of Law)	Ground Floor
ÖR	Öffentliches Recht (Public Law)	3+ (New Bldg)
OstR	Ostrechtsforschung (Eastern European Law)	4 (Old Bldg)
Ref	Referenzbestand (Reference Collection - selected current literature)	Ground Floor
RPh	Rechtsphilosophie (Philosophy of Law)	5+ (New Bldg)
RR	Römisches Recht (Roman Law and Comparative Ancient Legal History)	5+ (New Bldg)
SR	Seerecht und Seehandelsrecht (Law of the Sea and Maritime Law)	3 (Old Bldg)
Soz	Sozialrecht (Social Law)	2+ (New Bldg)
StR	Strafrecht (Criminal Law)	2 (Old Bldg)
VL	Verwaltungslehre (Public Administration)	3+ (New Bldg)
VR	Versicherungsrecht (Insurance Law)	2+ (New Bldg)
ZPO	Zivilprozessrecht (Civil Procedural and General Procedural Law)	1+ (New Bldg)
ZS	Zeitschriften (Journals)	Ground Floor

How to find literature

Catalogues

Almost all books and other media in the Central Law Library (ZBR) are listed in the **Campus Catalogue**. This includes the collections of the State and University Library (SUB) and the departmental and institute libraries at Universität Hamburg. You can access the Campus Catalogue on the ZBR and SUB homepages.

In addition, you may also use the **research platform *beluga*** (<http://beluga.sub.uni-hamburg.de/vufind/>). There you will find bibliographic details of more than 7 million resources held in academic libraries throughout Hamburg, over 6 million resources accessible via the German Nationallizenzen (national licenses program supported by the DFG), and numerous articles contained in the database Online Contents.

Further options for researching in cross-regional and international catalogs are the **Union Catalogue** (Gemeinsamer Verbundkatalog, GVK), which details academic library collections in the northern German region and offers access to interlibrary loans, and the **Karlsruhe Virtual Catalogue (Karlsruher Virtueller Katalog, KVK)** for German library networks and international catalogues.

Where can I get help with finding materials?

If you have any questions, the **ZBR Information Desk** on the ground floor is your first port of call. Our staff there can also provide you with advice on which of the many resources and tools are best suited to your research.

For subject-specific questions, our **librarians** responsible for the individual subject sections or our **Law Librarian** are happy to help. Contact information is available from the ZBR Information Desk or on our homepage.

Where can I find recent commentaries?

Our **reference collection** is housed in the **Periodicals Reading Room** on the ground floor of the library. One copy of the current edition of important commentaries is always available there.

The books in the reference collection are for reference use only and may only be used in the Periodicals Reading Room.

Photocopiers and a book scanner are available in the copy room of the Periodicals Reading Room. You will need a USB flash drive to use these.

Additional copies of the commentaries can be found — frequently also the newest editions — in the open stacks on the upper floors.

Databases and electronic media

In the “Media and search” section of our homepage, you will find a wide variety of electronic materials, including catalogs, bibliographies, lexicons, full-text databases, and journals. Not all of the Internet resources are available free of charge.

For licensing reasons, many journals and databases are **only available on the university network for university members**.

The Datenbank-Infosystem (database information system, DBIS) and the Elektronische Zeitschriftenbibliothek (electronic journal library, EZB) are two extensive resources that you can use in your literature search. They are arranged according to subject area and you can obtain information and access to all available databases and other e-media in the library system at Universität Hamburg.

Internet and database access

An *UHH-Kennung* (Universität Hamburg user ID) is required to use IT resources.

- **Students at Universität Hamburg** receive this access authorization with their enrollment documents.
- **All other members of the University** may apply to receive authorization to use IT resources in order to carry out tasks and duties related to employment.
- **Law clerks** should apply for a special user ID at the ZBR Information Desk. For the application, written proof of the beginning and end of the legal clerkship is required (Law clerk ID card or contract).
- **External library users** who are not members of Universität Hamburg can generally only receive project-related user IDs — subject to authorization — from the Regional Computing Center (RRZ).

Members of other universities (students and academic staff) are also able to connect to the Internet from their own laptop via **eduroam**.

You can obtain more information from the Regional Computing Center (**RRZ**) at Universität Hamburg.

The **Service Line** of the Regional Computing Center at Universität Hamburg is the **central point of contact for specific questions** about using IT services or devices, as well as the *UHH-Kennung* (Universität Hamburg user ID).

RRZ Service Line:

Schlüterstr. 70, Room **14b** (Ground Floor)

+49 40 42838-7790

rrz.serviceline@rrz.uni-hamburg.de

Opening hours are listed on the **RRZ homepage**.

How do I configure my laptop to connect to the Universität Hamburg network?

You have access to Wi-Fi throughout the entire ZBR. To connect to the public networks, you need an *UHH-Kennung* (Universität Hamburg user ID). There are a few workstations in the library with a network connection box. If you want to work with a network connection, please make sure you have a LAN cable.

At Universität Hamburg you can connect to the campus network via the access software **AnyConnect**. Information, instructions, and the option to download this **VPN client** can be found on the homepage of the Regional Computing Center.

Borrowing items

The Central Law Library is a **reference library**; media generally may not be borrowed and may only be used in the Library.

Over the weekend, students and “city readers” may borrow two media items. Examination candidates may borrow up to four.

However, the following types of media — to name a few — are not available for borrowing:
books and bound volumes of journals, loose-leaf collections, *Festschriften*, and media from the reference collection.

Academic staff and other user groups are subject to special lending rules (see the Regulations for the Use of the Central Law Library).

Borrowing items over the weekend

Media borrowing times: **Friday from 2 to 5 pm**

Returns: on the following **Monday by 10 am**

Media may **only** be borrowed **with a valid library card** at the ZBR Information Desk on the ground floor. You must also return the media borrowed to this location.

Please note that fees will be charged if you return media after the due date!

The use of books published prior to 1850 is exclusively reserved for members of the Faculty of Law.

The historic collections in the locked cabinets may generally not be borrowed and are designated as such in the Campus Catalogue.

Study facilities at the Central Law Library

Workstations

The Central Law Library offers 1,000 workstations for studying and reading - of which about 70 places are additionally equipped with network connections.

Computers for literature searches

Desktop computers for literature searches are available on every floor in the new building of the ZBR.

Group work

In the second and fourth floors of the library, there are **group study rooms** reserved exclusively for students of the Faculty of Law at Universität Hamburg. You may reserve one of these rooms at the ZBR Information Desk for a maximum of **two hours per day. Reservations can be made no more than five days in advance.** You must show your **student ID**. After a group study room has been reserved, it may not be reserved for an additional block of time by a member of the same group.

Group work areas for large groups or several small groups are available in the **old building** (first and third floor). These rooms may be used without a reservation.

Collection

The Central Law Library has a reference collection numbering over 400,000 volumes and more than 900 current journals from all fields of Law.

Copying and Scanning

In the new building of the library, **photocopiers** are available in separate rooms on each floor and can be used with a copy card. An additional copy room is located on the second floor of the old building. **Copy cards** can be obtained from the vending machine in the basement section of the old building.

Photocopiers that also accept coins are available on the first floor and on the ground floor (copy room in the Periodicals Reading Room) of the new building.

Free book scanners are located in all copy rooms in the new building. You need a **USB flash drive** in order to save your scans.

You can also use your USB flash drive to save your search results and then print these out at the photocopiers.

Lockers

Lockers are only available for users of the Central Law Library and may only be used during the time users are in the Library. A **€1 coin** is required to use the lockers.

The lockers must be emptied when users leave the Library or, at the latest, before the ZBR closes. Lockers which are still full after the Library closes will be emptied.

Long-term lockers are only available to doctoral students and examination candidates of the Faculty.

For more information, please see the current locker regulations.

Tips for a good learning and working environment

To maintain a good working environment in the very busy Central Law Library, it is essential to follow certain **rules of conduct**.

We would therefore like to highlight a few house rules:

The use of the Library is regulated by the **Regulations for the Use of the Central Law Library**. These can be reviewed at the ZBR Information Desk and on the Library's homepage under "ZBR Info Point."

You may not take items such as bags, umbrellas, opaque laptop bags, luggage, and larger objects into the Library; please store these in the **lockers**.

You may take water into the Library with you in a transparent and closed bottle. However, **food or other beverages** are not allowed.

Talking on the telephone or conducting loud conversations is prohibited throughout the entire Library (at workstations and in the halls, corridors, restrooms, and copy rooms).

You may not have more than **eight books** at your workstation.

You must return the books to **their place on the shelf after you have finished using them**.

Where and how can I get more information?

On the Central Law Library's homepage

Information about the library system: services, changes in opening hours and closing times, entrance restrictions, and other updates.

Guided tours of the library

For first-semester students in the Faculty of Law at Universität Hamburg, guided tours of the Library are offered regularly as part of the orientation module.

Other individuals who would like to take a tour of the Library can register via the **online form** on the ZBR home page found under "Service > Guided tours".

Regulations for the Use of the Central Law Library

The **Regulations for the Use of the Central Law Library** provide further details on how the ZBR operates.

Questions about courses

If you have questions related to courses (classes, papers, and written examinations as well discussing and getting these back and picking up course completion certificates), please go to the **Law information desk** in the foyer of the Rechtshaus (Faculty of Law building at Universität Hamburg) or to the offices in the relevant departments and institutes.

Please also read the announcements posted on the notice boards of the departments, institutes, and chairs and, in particular, the notifications on the **Faculty of Law's homepage**.

<http://www.jura.uni-hamburg.de/>

Students, teachers and administration can plan their daily life at university with the click of a mouse on the Internet platform provided by **STiNE**.

We hope that the work you do in our library will bring you much success and enjoyment.

**The Director
and Team of the Central Law Library**

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3+	ÖR VL	Public Law Public Administration	FSt SR	Finance and Tax Law Law of the Sea and Maritime Law	3
2+	IPR VR EDV MedR Soz	Foreign and International Private and Procedural Law Insurance Law Data Processing and Law Medical Law Social Law	StR Kri	Criminal Law Criminology	2
1+	BR ZPO AR	Civil Law Civil procedural Law Labour Law	HR	Trade and Commercial Law	1
		Journals and consec. Volumes			
	Ref	Reference Collection (selected current literature)			
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