... suggest new items for the library?

Please print out and fill in the online form “suggest new media” on the Library web site (order) and submit it to the head of your research group for signature. Please forward the undersigned form to the library. We inform every month about new acquisitions by email and on the library web site (news).

Do not hesitate to contact us for further information:

Cornelia Trieb          phone: 143       trieb@mpi-magdeburg.mpg.de
Kristina Reinhold       phone: 146      reinhold@mpi-magdeburg.mpg.de

Frequently Asked Questions (FAQ)

How do I ...

... become a registered user?

When you start your work at the institute you usually visit the library. You will get a library card which allows you to borrow items from the library.

If you are not a member of the institute you can also become a registered user. Your identification card is required. Please contact us.

... borrow items?

Please come to the library office and bring your library card with you. The loan period for items with white labels is 4 weeks, with red ones 4 days only. You are able to renew items if there is no reservation. There are no lending fees.

If we are not in our office there is a lending list on the information desk in the library. Please fill in your name, the barcode of the book (see back side, e.g. MA54$...) and the date of borrowing. We will charge your account with it later.

Please note: lending ebooks is not possible. You are able to use the ebooks on your desktop. Access is controlled by IP-range.

... return items?

Please come to the library office and bring the items with you. If we are not in our office there is a return list on the information desk in the library. Please fill in your name, the barcode of the book (see back side, e.g. MA54$...) and the date of return. Please put the items on the information desk. We will discharge your account later.

Please do not put them back on the shelves yourself!
... renew items?

Please come to the library office and bring the items and your library card with you. They will be renewed if there is no reservation.

You are also able to renew items online. Please click on “renew loans” on the library web site. Fill in the number (barcode on your library card) and password (default are the first three characters of your family name). Click on “loans” in the text menu at the top of the page, choose the items you want to renew and submit. You can also change the password (please click "password" in the text menu at the top of the page).

... reserve items?

If you find interesting items in the library catalog which are out on loan, please click the link "recall this" beneath the title data. Please fill in the number (barcode on your library card) and password (default are the first three characters of your family name). You can also change the password (please use the link "password" in the text menu at the top of the page).

As soon as the reserved items become available you will find them in your personal post box. If you do not have one you will get an email from us.

... get items which are not in the library?

Please fill in the online form which you will find on the library web site (order) and send it to us. If you have a long (printed) list just forward it to us. You don’t have to fill in a form for each item. However, we will order it for you. Usually, books and journal articles will be delivered within a week. Express delivery on demand (time of delivery: within 24 h for articles and 3 days for books).

... find ejournals?

Please use the search box on our web site. If you click on the journal title you will be forwarded to the Electronic Journals Library. Traffic lights will show you whether you have access to the full text or not.

... find journal articles?

If you have bibliographic data, please use the link “Check for a full text” on our web site.

If you are looking for articles on a special topic, please use the Web of Science (WoS), Scopus, PubMed etc.

... get journal articles?

If the full text is not available, please visit our web site “order”. Usually the delivery time takes about one week. Express delivery on demand (time of delivery: within 24 h).

... find literature/data/information in my field of interest?

To find information in the MPI library, please use the search box on the library web site.

To find MORE information, please use the Web of Science (WoS), Scopus, PubMed etc.

Please note: Every month we give retrieval workshops both in german and English here at MPI and there is a possibility to take part in Online Workshops of MPS. Please find more information on our web site.