

Introduction to the Department of History Library (August 2012)

The Department of History Library (DHL) is, unlike the University Library (UB) a reference library only.

At the UB you may borrow books and as a result they are often out on loan for a long period of time. At the DHL access to key books and publications is only possible in the library reading room. This enables users quick and easy access to key literature. We do offer for some collections very short term loans either overnight or over a weekend. Please fill out the form(s) provided if you wish to take a book out on a short-term loan. We strongly ask that you obey these rules as it is unfair on other users and students to take books home without registering them. It is theft.

We send reminders out regularly and we charge CHF 2 per book/per day that is overdue. If you do not return it after the 3rd reminder we will replace the book and charge you the replacement cost plus an administration fee.

Library users who do not abide by the rules may be sanctioned with temporary or permanent exclusion from the library.

Silence must be observed as far as possible in the Reading Room. Smoking and the consumption of food and drink are forbidden in all parts of the Library. Readers are at all times responsible for their own property.

General Information

The library is open Monday-Friday from 8am to 6pm. During semester breaks the library closes at 5 pm. The librarians work in office no. 2 and are always happy to assist you or answer any questions you may have. Please consult our office times posted on the door or on the website (<http://dg.philhist.unibas.ch/departement/bibliothek/>)

Library news and information are posted on the blackboard opposite the librarian's office.

Books on Loan

You can find issue slips on the table under the blackboard. Fill out the issue slip and place the white half in the box labeled "Loans". Don't forget to place the blue half/carbon copy of the issue slip in the book marker provided and place it on the shelf where the book was. You may take the yellow carbon copy with you. Please remember to return the book in its proper place, remove the book marker and place the blue carbon copy in the box labeled "Returns".

Please do not take bags and coats into the library. We provide lockers for you to use on a daily basis only (CHF 2 deposit).

Before entering the reading room through the main door, one copy machine is available for your use. You can fax, scan, print or copy documents. You need a copy card which you can buy and recharge here or in many of other libraries in Basel. For more information:

<http://urz.unibas.ch/content.cfm?nav=4&content=111>

You will find toilets in the library and in the students' room on the ground floor.

Additional information can be found in the library regulation under:
(<http://dg.philhist.unibas.ch/departement/bibliothek/>)

Library Classification

Every single item is registered in the online-catalogue Basel/Bern

<http://baselbern.swissbib.ch/Search>

Please consult the online-catalogue when looking for a specific book because the main part of the library is not arranged according to subjects.

The HB-Collection (next to the reading room): under the shelf marks „HB“ you will find mainly reference books, dictionaries, introductions and encyclopedias. All the books have blue shelf marks and should never be removed from the library or taken out on loan. The books are arranged according to subject.

In the same room the semester “reserve” collection can be found alphabetically arranged according to the lecturers. They represent the core books for the current semester.

Please do not remove any books from this room.

AD-Collection (next to the students’ room): you will find a vast collection of books on Medieval history.

AE-Collection: you will find literature covering modern and contemporary history. One part of the collection is archived on the 2nd floor basement (UG2, book shelf marks AE 1-6749). The second part is on the ground floor (EG) between the reading room and the librarian’s office.

SC-Collection: Collection covering Swiss history. SC 1-1999 can also be found on the 2nd floor basement (UG2). The second part is in the room on the ground floor next to the librarian’s office.

AEO-Collection: we have a big collection on Eastern European literature and it can be found in the same room as the AE-Collection.

There are also various smaller history collections with different shelf marks on the 2nd floor basement (UG2) or on the ground floor (EG). Please consult the maps displayed in different places in the library to locate the shelf marks.

Journals can be found in the reading room (the last ten years). Older issues can be found on the 2nd floor basement (UG2). Journals have shelf marks AG (general journals) or SD (Swiss journals).

Bro-Collection are brochures and are archived in boxes at the end of the respective shelf marks . E.g. Bro AE ... Bro SC ...

You have to ask the librarian or the secretaries for the following shelf marks (key needed): AS 19, CD, DM, DVD, RES, Vid, MA and Raritätenschrank.

Student’s room

The pc’s provided are for research purposes and any work related to your studies. Reduce surfing on the internet for private reasons to a minimum. Please use the pc in the quiet reading room to consult the online catalogue only.

02.11.2016