

# Learning Library

Introduction to the Library of Computer Science and Business



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# Library account and support

## Library account

To use the library, it is important to have a library account.

When registering, please fill in your personal details and do not forget to add a private e-mail address to your SWITCH edu-ID account. The HSLU card can be used as a library card number. [Instructions](#).

If you completed the onboarding process, you already have a SWITCH edu-ID which is needed for registration. If you have not yet completed the process, please do that first: <https://account-onboarding.hslu.ch/en>

With the onboarding process, the L-number of your HSLU card will be added to your SWITCH account and automatically will appear in your library account.

**You can do the registration here:** <https://registration.slsp.ch/?lang=en>

Our library is one of about 500 Swiss libraries which are part of SLSP (Swiss Library Service Platform) - the Swiss network of academic libraries. The library account allows you to loan physical items from all the participating libraries, the whole stock from SLSP can be searched in [swisscovery](#).

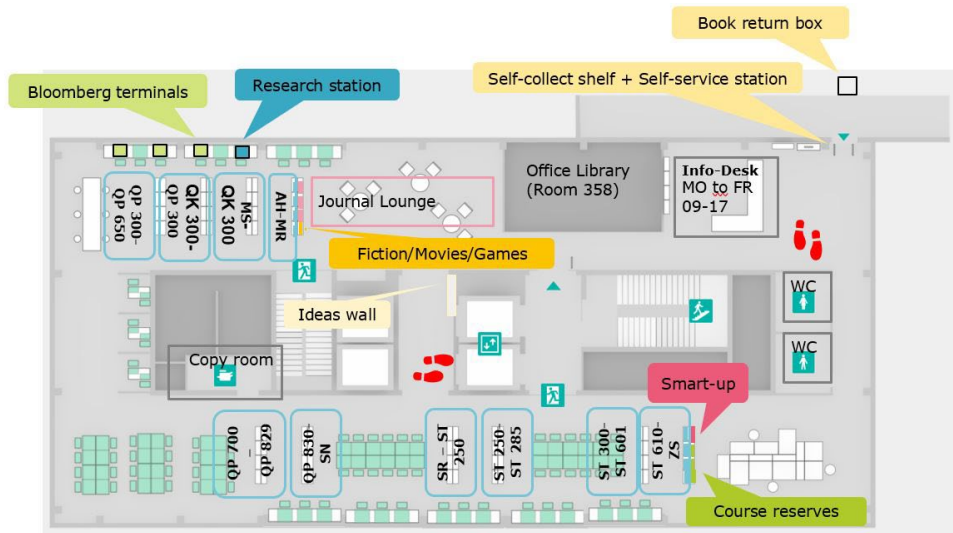
## Our support services

The library staff will be happy to assist you in your search for information.

- How do I create a library account? How do I find e-resources? Introduction to Zotero? Our [video tutorials](#) (only in German) are available at any time.
- Stuck with your search? In-depth questions about searching literature for a paper? Book us for an [one-on-one support](#).
- In the [toolbox of the HSLU libraries](#) (only in German) we supply information and aids all about Information literacy – for example, how to search for literature or tools for literature administration.
- Literature administration:  
Everything you need to know for using the literature administration software [Zotero](#) (only in German).

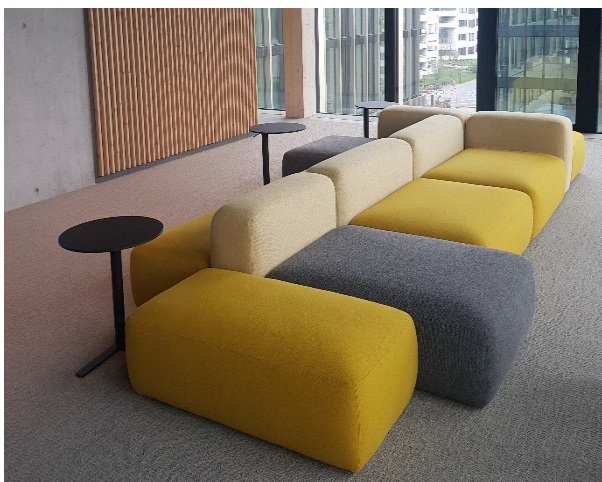
## Map of the Library

Beneath the info screen which is next to the info desk or on the pinboard in the passage you will find a map of the library inclusive the shelving control numbers.



Or online in our [Seat Navigator](#).

## Opening hours and workplaces



The opening hours of our info desk are Monday to Friday from 09:00-17:00. At lunchtime (12:00-13:00) the info desk is not staffed continuously.

**The building, including the library, is accessible 24/7 with your HSLU Card as Student from the Lucerne School of Computer Science and Information Technology and the Lucerne School of Business.**

The library is located on the entire third floor of House B, with workplaces reserved for quiet study. Various forms of workplaces are available: large tables, sofa corner, but also window seats and standing places.

### **The library does not offer places for group work!**

It is possible to work in front of the library in the break area or outside lunchtime in House B in the self-catering area (2nd floor) or in the bistro (Ground floor).

For our students the walk-in space on the 2nd floor (House A) and the project workplaces on the 4th floor (House B) are also available.

Looking for free workplaces at the ZHB libraries?

You can find an overview of all workplaces and their availability in our [Seat Navigator](#).

# Copying/printing/scanning

On the 'railway station side' of the library there is a room with a multifunctional device called 'print\_public\_i'. There is a display on the device with QR codes for the printer instructions.

You will need a copy card with credit for all the services on the device. You can use your HSLU card as a copy card. If you are travelling without a card, you can go to the info desk. There is a station where you can load cash on your HSLU Card on the 2nd floor of House A.

You can save scanned documents on a USB stick or send them to yourself by e-mail.

Printing from a USB stick is possible, but the document must be either a PDF or a JPEG.

A mobile book scanner is available in the same copy room, which can be used without borrowing. Software must be installed to use the scanner; instructions are available in the scanner box.



# Borrowing and returning items

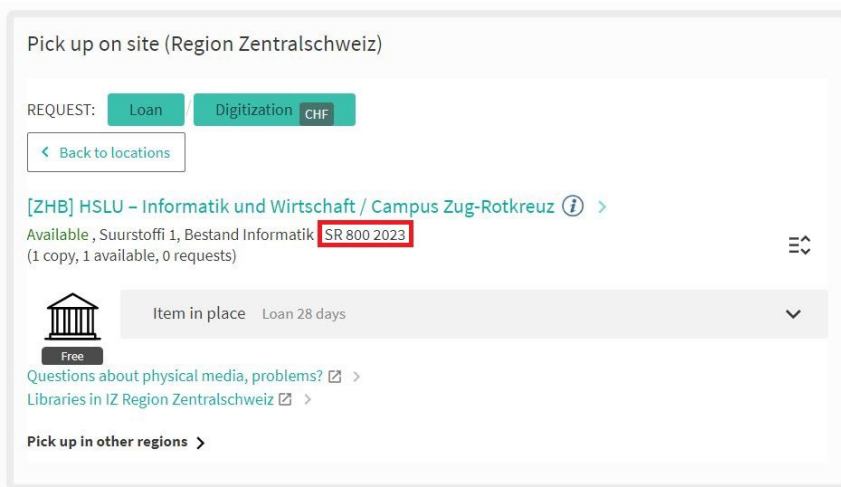
Where can I find the book on the shelf?

Search through our library stock in [swisscovery RZS - HSLU](#).

How to proceed? When searching for a specific book, you can, for example, search by title (without subtitle) and author (surname) or [ISBN](#). If the book you are looking for does not appear directly in the hit list, you can refine the search using filters.

For general literature searches, please refer to the information in the relevant training courses.

In the screenshot below, the signature of the book is framed in red. The shelfmark is located on the spine of the book. It can be used to quickly find a book on the shelf.



Tip: A shelf overview is shown on the [map](#) of our library on site or in our online available [Seat Navigator](#).

## Borrowing items

Borrowing an item at the self-service station.

Click on "Check-out" (or «Ausleihe» if the language is set to German) and scan in your HSLU-Card. Put the book on the plate. Check on the screen if the book is marked green. Click «Finished» at the bottom on the right side. You can choose whether you want to print a receipt or not.



## Self-collect shelf for picking up items

As soon as ordered items arrive at the library, you are informed by e-mail. They will be held for you on our collection shelf (right next to the self-checkout desk) for one week. The items on the collection shelf are organized alphabetically according to your surname, with the first four letters of your surname on the white label in the book.

**You have to borrow the ordered item at the self-service station before leaving the library!**

## Loan periods/renewals/reminders and overdue notices

Regular loan period: 28 Days

DVDs/Blu-Rays/Games: 14 Days



If there are no reservations on the item or a block in your user account, the loan period is automatically extended by 28 days up to the maximum loan period of 168 days.

You can use your user account in swisscovery RZS - HSLU to check whether and until when the loan period has been automatically extended, and you can also renew items manually.

After a maximum of 168 days, the loan period cannot be extended any further; the item must be presented at the info desk. If it's not reserved, it can be borrowed again.

Reminder and fees after the loan period has expired:

Reminder: free of charge (on the 1st day after the due date)

1. overdue notice: CHF 5 per item (one week after the reminder letter)
2. overdue notice: additional CHF 5 per medium (one week after the 1st reminder)
3. overdue notice: an additional CHF 10 per medium (one week after the 2nd reminder)

The reminders are usually sent by e-mail. **Please check your user account in swisscovery RZS - HSLU after every end of the loan period to see whether it has really been extended!** It is possible that the e-mail is not delivered (e.g. spam).

Your user account will be automatically blocked after the 3rd reminder. If the items are not returned, they are considered lost ([with corresponding costs](#)).

## Returning items

Items can be returned in three different ways. This applies to borrowed items from the library locations of the [ZHB Lucerne](#) including the HSLU libraries, as well as from the [Pädagogischen Medienzentrum \(PMZ\)](#) and the [Cooperative Storage Library Switzerland](#) in Büron, regardless of where they were borrowed.

- 1) Via the book return box, which is located outside the library in building A. We empty this box two to three times a day during info desk opening hours.
- 2) Send it back by post ([see website for address](#)).
- 3) Or you can also return books at the info desk during our opening hours.



# Request items and swisscovery RZS

## swisscovery RZS

The stock (physical and electronic) of all [RZS libraries](#) are listed in swisscovery RZS. The Central Switzerland region (RZS) is a sub-network within SLSP.

### How can I limit and filter my search results?

Use the advanced search in [rzs-hslu.swisscovery.org](https://rzs-hslu.swisscovery.org) to search only for English-language books containing the term 'Java' in the title, for example.

SEARCH CRITERIA

Search in:  swisscovery RZS - HSLU  swisscovery  swisscovery plus  Course Reserves

Search filters: Title contains Java

Resource type: Books

Language: English

Start Date: Day Month Start Year

End Date: Day Month End Year

+ Add a new line Clear

→ Title contains Java AND Any field contains \_\_\_\_\_ Search

Narrow down search results by using filters. You can only filter after starting a search. In the example, the filters if only physical items from our library should be displayed:

#### Show only ^

- Available in swisscovery libraries
- Online
- Online - Open Access

#### Region Zentralschweiz ^

- [ZHB] HSLU – Informatik und Wirtschaft / Campus Zug-Rotkreuz (29)
- [ZHB] Speicherbibliothek / Büron (22)
- [ZHB] Uni/PH-Gebäude / Luzern (15)
- Schweizerische Vogelwarte (14)
- [ZHB] HSLU – Technik & Architektur / Campus Horw (9)

[Show More](#)



## Request options in swisscovery RZS

As soon as you are logged in with your library account (SWITCH edu-ID login) in [swisscovery RZS - HSLU](#), you can order/reserve items.

There are two different sections with request options:

### Pick up on site (Region Zentralschweiz)

Pick up on site (Region Zentralschweiz)

REQUEST: Loan Digitization CHF

Filters: ▾

**Free**

- [ZHB] Uni/PH-Gebäude / Luzern  
Available, Freihand (PH-Bestand); DS 2000 2018  
Show location Bibliotheksinfo >
- [ZHB] Speicherbibliothek / Büron  
Available, Archivbestand; LUZ.b 1702  
Bibliotheksinfo >
- [ZHB] Sempacherstrasse / Luzern  
Out of library, Freihand; DS 2000 2018  
Show location Bibliotheksinfo >
- [ZHB] HSLU - Soziale Arbeit / Werftstrasse  
Available, Freihand; DS 2000 2018  
Bibliotheksinfo >
- Staatsarchiv Luzern  
Available, Präsenzbestand; Bro A 2429  
Bibliotheksinfo >
- Stadtarchiv Luzern  
Available, Lesesaal; F1.1.227  
Bibliotheksinfo >
- [ZHB] HSLU - Wirtschaft / Frankenstrasse  
Out of library, Frankenstrasse 9, Freihand Obergeschoss; DS 2000 2018  
Show location Bibliotheksinfo >

For local courier requests and pick up on site in Central Switzerland (both are free of charge).

### Further request options

Further request options [Details on fees >](#)

**Request by courier or postal delivery**  
Delivered in 3 working day(s)  
Keep for: 28 days  
Cost: 6.0 CHF  
Select delivery location:  
Region Zentralschweiz - [ZHB] HSLU - Informatik und Wirtschaft / Campus Zug-Rotkreuz  
Request

**Digitization**  
Delivered in 2 Working days  
by email  
Cost: 5.00 CHF  
Max number of pages: 50  
Request

For Home Delivery by Post (CHF 12) and SLSP-Courier (CHF 6).

- **Local courier** Order items of the Central Switzerland region (RZS) from one library to another free of charge. For example, from the Library of Business in Lucerne to us in Rotkreuz. Delivery time: around two working days. [Libraries of the RZS](#)
- **SLSP-Courier** Order item from the Swiss Library Service Platform (SLSP) from one library to another for CHF 6. For example, from the Zentralbibliothek Zürich (ZB) to us in Rotkreuz. Delivery time: around three working days. [SLSP libraries](#)
- **Postal delivery** Order items for CHF 12 by post to your home or business address.

# Using E-Resources

## Access options E-Resources

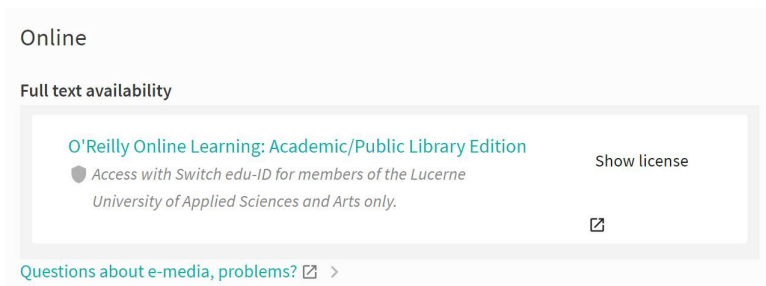
The download options vary depending on the provider/platform.

E-resources licensed by the Lucerne University of Applied Sciences and Arts can be viewed in the HSLU network, on site in the WLAN or as a member of the Lucerne University of Applied Sciences and Arts from home with the HSLU VPN access.

Instructions for installing and using the VPN can be found on the [Self Service-Portal](#) of the Service Desk IT Services of the HSLU Services.

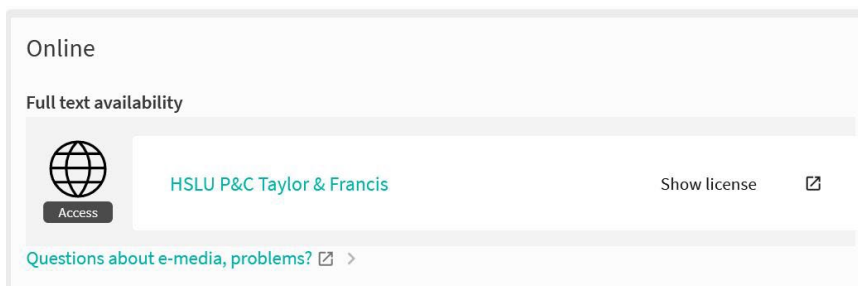
- Usually the HSLU e-resources are available online without further login.

### Exception:



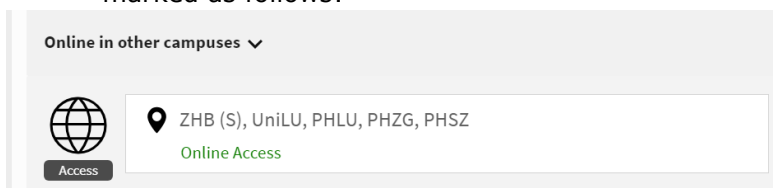
O'Reilly resources can only be read online with the SWITCH edu-ID of the HSLU, regardless of the network.

- In [swisscovery RZS – HSLU](#) you can see directly from the link if the e-resources are licensed for the HSLU.



If you are connected to the HSLU network, you can access it.

- In swisscovery RZS - HSLU you will also find e-resources licensed by the University of Lucerne and the three Universities of Teacher Education Lucerne, Schwyz and Zug, these are marked as follows:



As a member of the HSLU, you also have access via eduroam WLAN in one of the libraries **on site** (e.g. the [ZHB Sempacherstrasse](#) or the [ZHB Uni/PH building](#)). You can find out more about eduroam in the [Self Service Portal](#).

## Specialized databases for the Lucerne University of Applied Sciences and Arts (HSLU)

An overview of all the specialized databases which are available for the HSLU can be found in [DBIS](#) (only in German).

- [Allgemein / Fachübergreifend](#) (General / Interdisciplinary)
- [Fachgebiet Informatik](#) (Subject Computer Science and Information Technology)

A traffic light system indicates whether the database is freely available on the Internet or only in the HSLU network (WLAN or VPN):

### ▲ Verfügbarkeit

- Frei verfügbar
- Lizenziert an meiner Einrichtung
- Nicht an meiner Einrichtung verfügbar

The Database is...

Green = free in the internet

Yellow = Licensed by the HSLU (available in the HSLU campus net)

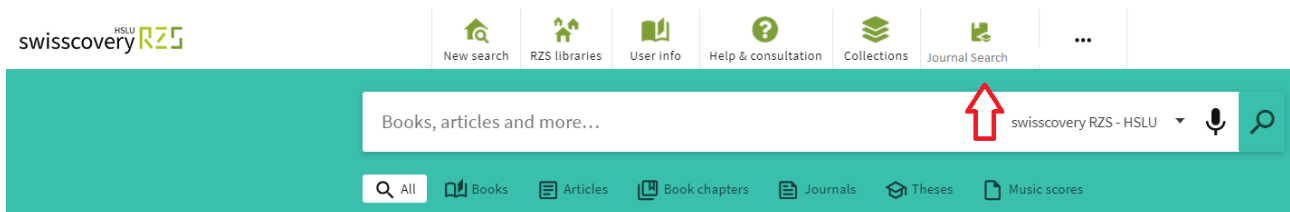
Red = Not licensed by the HSL

Also you can find a brief summary about every database in [DBIS](#).

## E-Journals and Journals

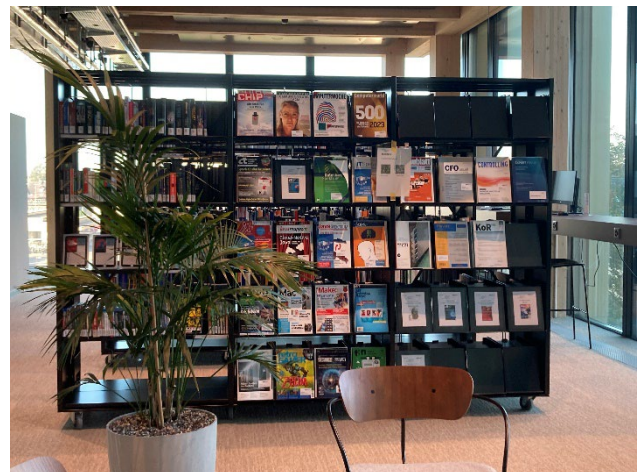
On the shelf next to our journal lounge you can find our physical journals about Computer Science and Information Technology, the journals can only be used at the library.

All journals inclusive the E-Journals can be found over our journal search.



**Under the latest issue you will find a QR code that links to the online edition if one is available.**

Tip: You can find our Journal Lounge on the [map of the library](#). on site or in our online available [Seat Navigator](#).

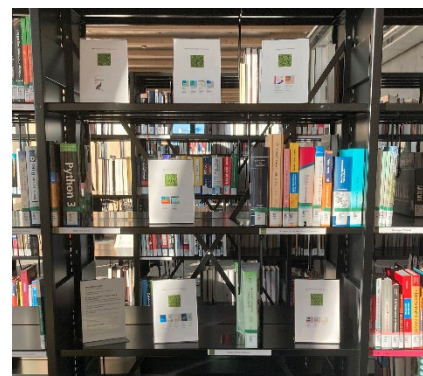


# Get to know our library stock

## Course Reserves

Selected Literature by Lecturers of the Zug-Rotkreuz Campus for a specific module/program is provided here. Scan the QR-codes for the course reserves in the shelf to also find our eBooks. All items contained in the course reserves are compiled as a list in swisscovery RZS - HSLU.

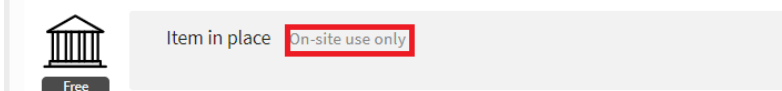
Example: Wissenschaftliches Schreiben und Recherche/HSLUI/Campus Zug-Rotkreuz (selected items for academic writing and research)



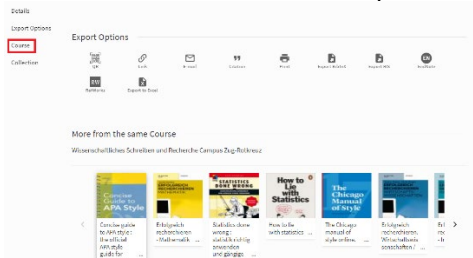
Books that are physically located on the course reserve shelf are excluded from lending. These are marked as follows in Swisscovery RZS - HSLU:

[\[ZHB\] HSLU – Informatik und Wirtschaft / Campus Zug-Rotkreuz](#) ⓘ >

Available , Suurstoffi 1 **Semesterapparat** PZ 4800 2022  
(1 copy, 1 available, 0 requests)



Click on "Course" in the side panel on the left to display all media in this course reserve:



## Smart-up



Are you looking for support for your start-up idea? In the course reserve and smart-up shelf you will find a compilation of literature from the Smart-up ambassadors of the Lucerne School of Computer Science and Information Technology. The Smart-up books can be borrowed normally.

## Literature for leisure time

In our Journal Lounge you will not only find newspapers & magazines, but also our small stock of fiction/movies (DVD, Blu-ray)/games. Interested in more leisure literature? The holdings of the ZHB Sempacherstrasse (Lucerne Cantonal Library) are open to you, including e-resources accessible to the public. Watch movies via [filmfreund](#), borrow fiction in e-book format via [DiBiZentral](#) and [OverDrive](#) or read e-newspapers via [PressReader](#).

