

## BECOMING A LIBRARY USER

A one-time registration is required to borrow items.  
The QR code will take you to the registration forms:



Once you have registered, your Thoska card will become your library card.

## YOUR LIBRARY USER ACCOUNT

From your user account you can

- renew your loans,
- reserve items,
- cancel reservations and
- get an overview of your outstanding fees.

The user account is a menu item in the Catalogue and Discovery Service.

Borrower number:

[Number on the back of your Thoska card]

Start password:

[Date of birth in DDMMYY format]

## BORROWING

You can borrow books from the ground floor at the circulation desk (loan period: 29 calendar days).  
Three days before the loan period expires, you will receive an e-mail reminding you to return the items.

The reference collection on the first floor cannot be borrowed.

## RENEWING

Library items can be renewed up to three times:

- via your user account (up to one day before the loan period expires),
- by email: [bibliothek@hs-schmalkalden.de](mailto:bibliothek@hs-schmalkalden.de),
- by telephone: +49 3683 688-1609 or
- in person at the circulation desk.

If an item has been reserved by someone else, it cannot be renewed.

## RETURNING

You can return items

- at the circulation desk,
- via the box at the entrance to the library or
- by post.

Items sent by post must arrive at the library before the loan period expires.

The risk of sending by post is borne by the sender.

## OVERDUE FEES

If the loan period is exceeded, you will receive a written reminder notice with a fee.

## RESERVING ITEMS

If the item you want has already been borrowed, you can place a hold on it.  
To do this, use the 'Reserve' link in the bibliographic record in the Catalogue or Discovery Service.

A note will appear in your user account when the item is ready to be borrowed.  
You will also receive an email notification.