

Library operations and services as of 05.09.2022

Library operations and services	Students UniLie	Lecturers and staff UniLie	External library users
Opening hours of the library			
	Monday to Wednesday 9:00 – 17:00	Thursday and Friday 9:00 – 20:00	Saturday 9:00 – 15:00
Contact/Information and advisory service			
	lending desk, phone and email Mon-Wed 09:00-17:00 Thu-Fri 09:00-20:00 Sat. 09.00-15.00		
Access to library/infrastructure			
Open book shelves	during opening hours		
Work and study spaces	during opening hours		
Copier and printer	upon registration at the lending desk during opening hours		
Borrowing documents of the library holdings			
Borrowing	On site at the lending desk or self-checkout terminal		
Due date	14 days		
Renewals	9 automatic renewals, 14 days each		
Hold-request items in library	service not available		
Hold-request items in external stack	Online in PRIMO or Complete Catalogue, after login to user account		
Returning media			
Lending desk or book drop-off box	at lending desk during opening hours		
Returning items by postal delivery	yes		
Refunding costs of postage	no		

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Sending copies from the library media			
Order to library@uni.li	<ul style="list-style-type: none"> • Depending on the situation on site (book format, technological infrastructure, availability of staff) • Sent by email • Number of pages is defined by copyright law and therefore restricted. • 2-3 days processing time 		service not available
Interlibrary Loan & Document Delivery			
Terms and regulations as of 01.12.20	<ul style="list-style-type: none"> • max. 5 items per day • pick up at lending desk • no shipping to home address 	<ul style="list-style-type: none"> • max. 10 items per day • pick up at lending desk • no shipping to home address 	<ul style="list-style-type: none"> • max.3 items per day • pick up at lending desk • no shipping to home address
Online request form	<ul style="list-style-type: none"> • www.uni.li/bibliothek > Services > Interlibrary Loan & Document Delivery > How to proceed 		
Delivery times	<ul style="list-style-type: none"> • no guaranteed delivery times 		
Returning media	<ul style="list-style-type: none"> • Final recalls will be sent to the email address entered in the online request form. Thereafter the media must be returned immediately on site or by postal mail to Library University Liechtenstein. • Reminder fees due to late return will be invoiced to the client. • An exceptional renewal of the interlibrary loan period must be requested by e-mail to document.delivery@uni.li in due time and cannot be guaranteed. 		
Information and Communication			
	<ul style="list-style-type: none"> • News on the library website • Information and advisory service phone +423 265 12 60 email library@uni.li 		