

Library operations and services as of 01.07.2021 to 31.08.2021

| Library operations and services | Students UniLie | Lecturers and staff UniLie | External library users |
|--|--|--|------------------------|
| Opening hours of the library | | | |
| | Monday to Friday 09:00 – 17:00 | | |
| Contact/Information and advisory service | | | |
| | lending desk, phone and email Mon-Fri 09:00-12:15 / 13:15-17:00 | | |
| Access to library/infrastructure | | | |
| Open book shelves | during opening hours | | |
| Work and study spaces | during opening hours upon registration at the lending desk | | |
| Copier and printer | during opening hours | | |
| Borrowing documents of the library holdings | | | |
| Lending on-site | self-checkout terminal | | |
| Book order to library@uni.li Ready to pick up on site | unlimited number of media | unlimited number of media | service not available |
| Book order to library@uni.li Shipping to home address | <ul style="list-style-type: none"> • max. 5 book orders per day • free of charge | <ul style="list-style-type: none"> • max. book orders per day • free of charge | service not available |
| | <ul style="list-style-type: none"> • How to proceed, terms & regulations on www.uni.li/bibliothek > Services > Borrowing documents of the library holdings • Shipping depends on format, weight. Library staff decides according to situation. • Shipping 1 day after ordering (cannot be guaranteed) | | |
| Returning media | | | |
| Lending desk or book drop-off box | | during opening hours | |
| Returning items by postal delivery | yes | yes | no |
| Refunding costs of postage | at the lending desk, with cash receipt | at the lending desk, with cash receipt | |

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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 shipping to home address free of charge | <ul style="list-style-type: none"> • max. 10 items with ready on book trolley to pick up • max. 3 items per day shipping to home address free of charge | <ul style="list-style-type: none"> • ordering at Landesbibliothek if possible • max. 3 items per order • pick up at lending desk |
| 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 • Newsletter to members University of Liechtenstein • Information and advisory service phone +423 265 12 60 email library@uni.li | | |