

	<u>Zentral- und Hochschulbibliothek Luzern</u>
location	<u>Frohburgstr. 3, 6002 Lucerne</u>
homepage	<u>www.zhbluzern.ch</u>

## Course Reserves Unilu and PHLU

### Purpose

The availability of literature on the course reading lists must be guaranteed to all students. Therefore, borrowing from the course reserves is not possible. Information on the physical location of the course reserves: <https://rauminfo.zhbluzern.ch>.

### Media

Media that can be included in the course reserves:

- Media from the Uni/PH building site
- Media from the Sempacher/Murbacherstrasse site
- Media from the storage library
- Private media
- Media from the HSLU libraries  
(except HSLU - Lucerne School of Business)

*Media that cannot be included in the course reserves:*

- *interlibrary loans*
- *Items dating from before 1900*
- *Journals*
- *Fiction (novels, popular fiction)*
- *Media from the HSLU - Lucerne School of Business*

### New Acquirements

Books from the HSLU - Lucerne School of Business are not moved to the course reserve but are newly acquired by the ZHB. Books that are not on stock at the ZHB are also newly acquired. Some orders (antiquarian items, titles delivered from the UK and the US) may take a longer time to arrive.

### Electronic Media

If you wish to make certain titles of the course reserve available electronically in addition to the physical items, please mention this in your wish list. If a title is not available or cannot be purchased for budgetary reasons, you'll be notified.

## Setting Up the Reserve Shelves

### Ordering Media from the Storage Library and the Sempacherstrasse

Send us a list with the book titles and the title of the course.

### Ordering Media from the Uni/PH building

Send us a list with the **titles** and their **shelf marks** as well as the **title of your course**.

You can also get the media directly from the shelves and hand them over at the information desk. Non-circulating copies (copies that cannot be borrowed) are preferred to circulating ones.

### Order Deadline

To ensure processing in due time, the list must be handed in no later than 5 weeks before the start of term.

### Removing the Course Reserves

The course reserves will be removed at end of January (fall term) and at the end of June (spring term).

### Transferring Media from a Private User Account to the Course Reserves

Books ordered to or on loan on a private account may be transferred to the course reserves. Please hand over such items at the information desk.

### Contact

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