

Ordering Books from the Library

- Ordering entitlement for GSLS fellows includes unlimited number of items and no maximum price limit per book.
- Fellows are kindly asked to contact the GSLS office and send their book order to gabriele.blum@uni-wuerzburg.de. After authorisation (with the purpose of monitoring the respective research grant balance) the GSLS office will notify the Faculty of Biology's Departmental Library (tb-bio@bibliothek.uni-wuerzburg.de) which will then place the order. For your information, this departmental library is ordering on behalf of the main library all books for GSLS fellows.
- Upon delivery the library will catalogue and inventory the new book/books, and notify the fellow that the order is ready for collection. The library forwards the invoice to the GSLS office for settlement.
- Alternatively, books may be ordered via *Amazon*. In some cases this might save money, especially when ordering foreign books, and delivery can be quicker. Upon delivery, the books and the invoice have to be brought to the Faculty of Biology's Departmental Library which will then catalogue/inventory the items and forward the invoice to the GSLS office.
- Borrowing books is subject to the departmental library's general loan regulations. Should you have questions please contact the librarian in charge Ms Margit Jeßberger, phone 31-88585, margit.jessberger@bibliothek.uni-wuerzburg.de.
- Loan period to doctoral students is six months, and on or before the date the item is due for return, it has to be brought back to the departmental library. This procedure also applies for further renewal, if required. It is possible to repeatedly renew a loan within the duration of the fellowship.
- After the fellowship has expired, the book becomes part of the university's library stock.
Please note: Items ordered and paid with research grant money are not the fellow's personal property.
- Address of the Faculty of Biology's Departmental Library:
 Teilbibliothek Biowissenschaften
 Biozentrum
 Am Hubland
 97074 Würzburg

 Opening hours:
 Monday – Friday: 8.30 a.m. - 08.00 p.m.
 Saturday: 9.00 a.m. - 08.00 p.m.