

Using the (main) University Library (UL) Basel

1 Accessing the user account

Students and employees of the University of Basel automatically obtain an user account at the UL Basel.

Students and PhD students use their student card (Legi) as library card. The account number and initial password are given by the registration number printed below the bar code on the Legi. For changing the password of your UL user account, go to <http://baselbern.swissbib.ch> > *Log in*.

Employees use their employee badge (cf. 3) as library card. The account number is given by the prefix “MBS01” followed by the “Personen-Nr.” (six digits) on the back side of the employee badge. Ask the staff at the loan desk (UB Hauptbibliothek, Schönbeinstrasse 18–20, 1st floor) to set your initial password (e.g., to the first characters of your name). Don’t forget to change your password afterwards.

2 Borrowing books

2.1 University Library Basel

The joint catalogue of the university libraries of Basel and Bern is available at <http://baselbern.swissbib.ch>. If the location of a book is specified by “Freihandmagazin”, you can pick it up in the UB Hauptbibliothek. Location “Magazin” means that you need to order the book online before you can pick it up at the loan desk of the UB Hauptbibliothek. To order a book, log in using your library account number of the UL Basel and the associated password. Having logged in, you can also check and change your postal and email addresses. For further information, see <http://baselbern.swissbib.ch/HelpPage/faq>, or you may read the introductory presentations at <http://baselbern.swissbib.ch> > *How to get started*.

2.2 Interlibrary loan

Books that cannot be found at the UL Basel can be ordered by interlibrary loan (e.g. from the ETH library) via <https://www.swissbib.ch/>. You are told in which library network the book is available (e.g. in NEBIS, the network comprising the ETH library). Weblinks are provided to order the book in one of these library networks. Log in to the network using your UL Basel account number and password. If you opt for “mail delivery”, the book will be sent to the postal address specified in your UL Basel user account.

3 Employee badge

The ressort Human Resources (HR) provides you with a form that allows you to obtain an employee badge. By default, PhD students will not obtain an employee badge, because they already have a student card (Legi). However, if you would like to get one (e.g. to make a payment in the Hospital mensa), you can ask the ressort HR (HR Specialists Team 2, hr-team2@unibas.ch) even if you are a PhD student. With this you can pick up the badge at the printing shop Hebelstrasse 34 (basement).