

# WU Library

Services for Employees



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# Did You Know ...?

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**365**  
DAYS

WU employees have access to 2 different branch locations of the library **365 days a year, 24 hours a day.**

**160**  
DATABASES

At WU, you have access to 160 licensed **databases**. Our experts will be happy to advise you on which resource is best suited to your particular research needs.

**OA**  
PUBLICATION

Take advantage of WU's publication funds and our extensive agreements with publishers if you want your papers or books to be published as **open access**.

**RDM**  
SUPPORT

Your funding provider has asked for a **research data management** plan? We'll be happy to help you choose the best archiving methods and repositories.

**FIT**  
4RESEARCH

You can access the interactive **eLearning** content on Fit4Research at any time, integrate it into your courses, or share it with your students.

**WU**  
DELIVERY

You don't have time to come to the Central Library to borrow the book you need? Our **campus delivery service** will bring it right to your department.

# Main Responsibilities and Library Strategy

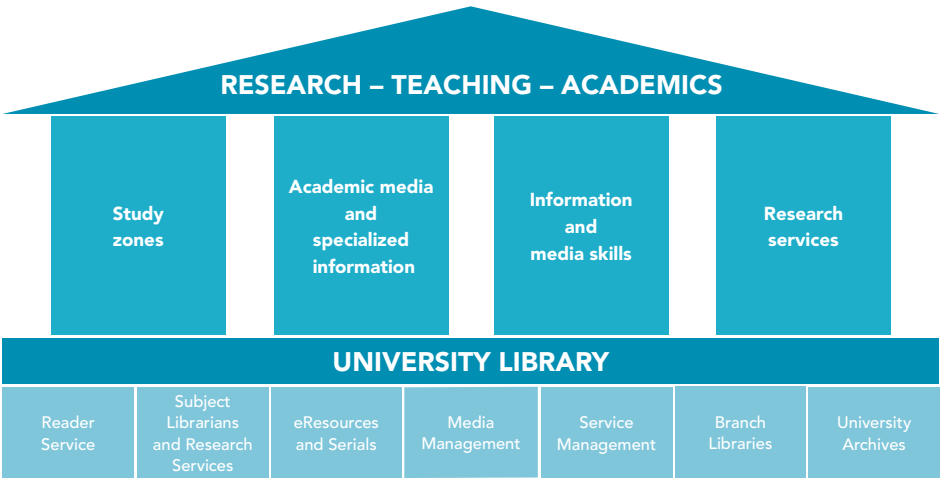
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On the following pages, we have put together an overview of the library services available to you as a WU employee – including a campus delivery service, inter-library lending, our document delivery service, reference management, and much more.

Only a small part of the work we do is actually visible. Many important steps are taken in the background:

Our activities include systematically building up the library’s collection with care and foresight, collecting metadata on resources, and indexing literature.

The various activities described in the University Library Strategic Plan provide an insight into the many different areas in which library staff are involved every day.







One of the library's main responsibilities is the acquisition of the literature, specialist information, and data you and your colleagues need for your work in research, teaching, and program administration and to make it easily accessible to you.

Information literacy is one of the WU Library's main focal points. Library staff will be happy to answer any questions you may have on WU's licensed databases, on literature research strategies, open access publishing, and research data management, whether by phone or email, in a personal consultation,

during one of our workshops, or online in our eLearning program Fit4Research.

The library sees itself as a place of learning and communication, after all, and its 2 branch libraries offer you and our students about 1,750 workstations for studying and working.

If you have any questions or suggestions for improvement concerning the library and its services, please don't hesitate to contact us.

Your WU University Library team

**WU** | UNIVERSITY LIBRARY  
VIENNA

## CONTACT

### Library information:

T +43 1 31336-4990

### Front desk:

#### Circulation, library cards

T +43 1 31336-4929

### Email:

[library@wu.ac.at](mailto:library@wu.ac.at)

### Service Desk:

[support.wu.ac.at](mailto:support.wu.ac.at)

### Website:

[wu.ac.at/en/library](http://wu.ac.at/en/library)

# Literature Research

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- › A colleague recommended an interesting eJournal?
- › You need to find key indicators for a specific company?

## OUR SERVICES FOR YOU:

- › The WU catalog, listing all of the library's books and eBooks as well as printed and electronic periodicals
- › Continuous expansion of the selection of electronic resources
- › Finance Area in the Central Library with databases on financial market, balance sheet, and company data

## WU CATALOG

The WU catalog is the place to start any search for books and periodicals. The library's collections of eBooks and eJournals are also cataloged here for easy reference.

In addition to the materials listed above, the CatalogPLUS also contains a myriad of literature references and full texts from our databases and open access resources.

› [katalog.wu.ac.at](http://katalog.wu.ac.at)

## ELECTRONIC JOURNALS LIBRARY

This page gives you a comprehensive overview of all eJournals WU is licensed to offer.

### E-Journals

› [wu.ac.at/en/library](http://wu.ac.at/en/library) > Finding Literature > Journals Directories > eJournals

### Search Tools

› [wu.ac.at/en/library](http://wu.ac.at/en/library) > Finding Literature

## INSIDE TIP

### Newslounge & PressReader

The Newslounge on level 4 in the Central Library offers a broad range of Austrian and international magazines, newspapers, and periodicals.

It is also equipped with a PressReader terminal that gives you online access to over 7,000 daily newspapers and magazines from 100 countries in 60 languages.



## DATABASES

160 databases are available at the WU Library, ideal for researching journal articles, market and sector analyses, and statistical data.

### Browse databases

Our database selection tool helps you find the database best suited to your field and research topic:

- > [wu.ac.at/en/library](https://wu.ac.at/en/library) > Finding Literature > Databases > Browse Databases

### DID YOU KNOW ...?

The WU Library provides access to more than 130,000 eBooks and 32,000 eJournals, along with 160 databases. With a VPN connection, you can also access the library's digital resources from home or on the go: [wu.ac.at/library](https://wu.ac.at/library) > Finding Literature > Access to Online-Resources

#### Academic literature

ABI/Inform Global | T&I  
Business Source Premier  
EconLit  
MLA International Bibliography  
PsycArticles  
Scopus  
Sociological Abstracts  
Web of Science

#### Press

Factiva  
Nexis Uni  
PressReader

#### Databases (Selection)

#### Law

HeinOnline  
IBFD Tax Research Platform  
Kluwer Arbitration  
Westlaw

#### Information on industries, markets and companies

Bloomberg  
Global Data Explorer (GDX)  
LSEG Workspace (Eikon/Datastream)  
Orbis  
Passport – Euromonitor  
S&P Capital IQ and Capital IQ Pro  
Wharton Research Data Services



## FINANCE AREA

WU's licensed databases include Bloomberg and LSEG Workspace (Eikon with Datastream), which offer current and historical financial information, corporate indicators, and financial market data.

### Location & accessibility

The terminals are located on level 2 of the Central Library (LC building). The databases can only be accessed on location (no remote access).

As a WU employee, you have 24/7 access to all libraries on campus, meaning that these terminals can also be used outside the Central Library's opening hours.

### DID YOU KNOW ...?

You'd like to know the best way to find company and financial market data? Send your request to [library@wu.ac.at](mailto:library@wu.ac.at).

## Reservation

Please use the online calendar application to reserve the terminal you want to use.

> [wu.ac.at/en/library](https://wu.ac.at/en/library) > Finding Literature > Finance Area

## INSIDE TIP

As a WU employee or student, you have access to leading databases for empirical capital market research via the Wharton Research Data Services (WRDS) platform. These include standard databases such as Compustat for corporate balance sheets and CRSP with US stock prices, as well as topic-specific resources such as Audit Analytics for auditing or BoardEx and ExecuComp for CEO compensation. Providers of alternative data include RavenPack for AI-powered news analytics, Sustainalytics with ESG ratings for sustainable investments, and comScore for big data market research.

# Borrowing Books

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- › Do you need to borrow or return a book, or extend your loan?
- › Would you like to use the campus delivery service?

## OUR SERVICES FOR YOU:

- › 24/7 access to all library locations
- › Library cards issued promptly
- › Save time by ordering or returning books using the campus delivery service

### INSIDE TIP

#### 360° tours

To get a first look around the Central Library, virtual tours of the following areas are available online: front desk, self-service loans and returns, and open stacks for books and periodicals.

[library.wu.ac.at/bib/fit4research](http://library.wu.ac.at/bib/fit4research)

> Accessing literature

## 24/7 ACCESS TO THE LIBRARIES

There are 2 different branch locations of the library on Campus WU. As a WU employee, your key card gives you access to all locations 365 days a year, around the clock.

- › Central Library (LC)
- › Library for Law (D3)

## LIBRARY CARDS

To borrow books, you need a library card. You can request one quickly and easily via the service desk online ([support.wu.ac.at](http://support.wu.ac.at)). The library card will be delivered by in-house mail. Alternatively, you can get a card at the library front desk in the Central Library (please check the opening hours).

## Borrowing books

Most of our books are freely accessible and shelved in the open stacks. You can use the self-service checkout machines to borrow books.

## Where do I return books?

You can return materials at the selfservice book return machine in the Central Library, or through the campus delivery service.

### How long can I keep the books?

The standard loan period for employees is 4 weeks. As long as no one else has requested the title and you have no other overdue books, 3 days before expiration of the loan period the library will automatically extend your loans for an additional 4 weeks.

You can also extend loans yourself online via your library account in the WU catalog up to a total period of 6 months.

### CAMPUS DELIVERY SERVICE

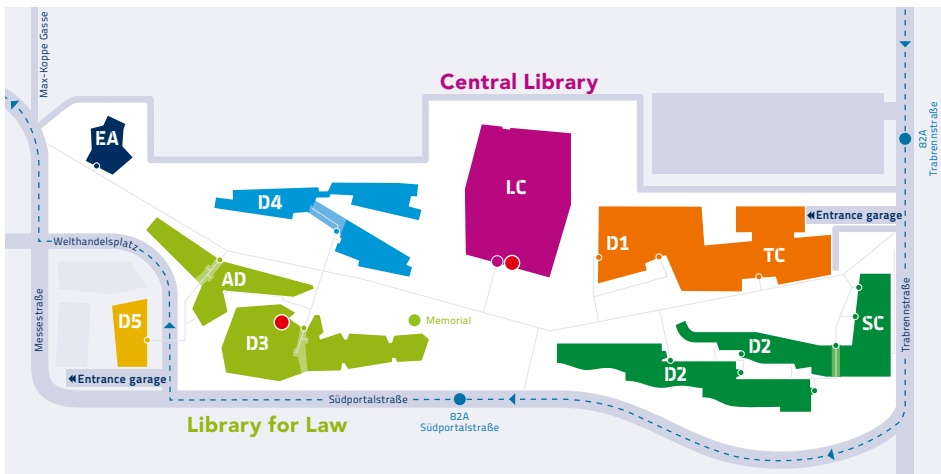
Scientific staff can use our campus delivery service to borrow or return books from the Central Library. Recently ordered books are delivered to your department's front office on Monday, Wednesday, and Friday every week.

#### For further information, please see:

> [wu.ac.at/en/library](https://wu.ac.at/en/library) > Services for > Employees > Using the Library

#### For specific information on the Library for Law, please see:

> [wu.ac.at/en/library](https://wu.ac.at/en/library) > WU Library > Branch Libraries > Library for Law



# Literature Acquisition

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- › You didn't find what you were looking for in the WU catalog and need literature that's not in the library's collection?
- › Do you want to make a new book available to your students in the textbook collection?

## OUR SERVICES FOR YOU:

- › Administering your department's ordering rights for the acquisition of new books
- › Centralized acquisition of literature for personal reference collections
- › Acquisition of periodicals, specialist information, and datasets
- › Purchase of literature you need for your courses
- › Inter-library lending for books from other libraries and document delivery services for journal articles

## ORDERING RIGHTS

Literature is acquired centrally by the WU Library. For the purchase of new books, please use the order form for ordering media available online.

Every department appoints one person who is authorized to use the unit's ordering rights account for literature. The financial reporting system shows each unit's ordering status.

### Ordering books for institutes:

- › [support.wu.ac.at](https://support.wu.ac.at) > Library > Literature Procurement

The titles will be purchased by the library and included in the collection. They will

be listed in the catalog and made available for other library patrons.

### WU Policy on Literature Acquisition:

- › [wu.ac.at/en/library](https://wu.ac.at/en/library) > Services for > Employees > Procurement of Literature > Acquisition Request

### DID YOU KNOW ...?

If you select the "Ordering Rights" funding option in the online form on [support.wu.ac.at](https://support.wu.ac.at) > Library > Literature Procurement > Book acquisition, the option "eBook Campus License" is available in addition to the options for printed books.



### **Immediate loans and loans for research purposes**

When ordering books, you are entitled to reserve the title ordered for immediate loan as soon as it becomes available. You can also reserve the new book as a loan for research purposes with a loan period of 6 months. In both cases, the order will be delivered straight to your department.

### **Reference collections**

Reference collections are media shelved in individual researchers' offices for long-term personal use. These works are purchased from department budgets and acquired centrally by the WU Library. To order titles for a reference collection, please use the same online form as you would for ordering books for your institute (see page 13).

#### **DID YOU KNOW ...?**

If you would like to suggest additional periodicals for the library's collection or need specialist information or datasets for your work, let us know at [library@wu.ac.at](mailto:library@wu.ac.at).

### **TEXTBOOK COLLECTION**

Whenever possible, books needed for teaching are acquired in electronic form. If this is not possible for financial or licensing reasons, multiple printed copies are made available to WU students in the textbook collection.

#### **INSIDE TIP**

##### **Textbook requests**

The read!t tool helps you compile reading lists for your courses (see page 22). In order for us to provide the books in time, please create your reading list as soon as possible, but no later than 8-10 weeks prior to the start of your course. The information about the required books on your read!t list is automatically transmitted to the library.

If you have any questions, please let us know at:

[readinglists@wu.ac.at](mailto:readinglists@wu.ac.at)



INTER-LIBRARY LOANS

Books that are not available in the holdings of the WU University Library can be ordered as temporary interlibrary loans.

Journal articles and book chapters needed for your work can be ordered using the document delivery service.

DID YOU KNOW ...?

The WU Library covers the costs for document delivery and inter-library loans for teaching and research purposes.

For more information, please see:

- > [wu.ac.at/en/library](https://wu.ac.at/en/library) > Services for
- > Employees > Procurement of Literature

WU LIBRARY KEY FIGURES (2024)

Holdings and Resources	Number
Print books	684,746
eBooks	130,779
Print journals	480
eJournals	32,028
Research databases	160



# What else does the library have to offer?

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## **STUDYING IN THE LIBRARY | CHILL-OUT AREA**

The libraries offer about 1,750 workstations at 2 locations – no matter whether you are looking for a place to work quietly or want to build a custom group workstation with the mobile desks on level 4 of the Central Library. Next to the Newsounge is the communicative zone with drinks and snack vending machines, a drinking fountain and bottle filling station. The chill-out area with sofas invites you to take a break – with a coffee and reading one of our many newspapers or magazines.

## **DAILY LIBRARY OPERATIONS**

Every day we make sure that reservations and requests are processed, books are correctly reshelfed, and library cards are issued.

## **LIBRARY EQUIPMENT**

All workstations have electrical outlets so you can use your own devices. There is also a charging station for cell phones and tablets on level 4 of the Central Library. As a green library, we do not provide copiers or printers, but the libraries are equipped with color book scanners where you can save scans as PDF, TIF, or JPG files on an external storage device or send them as email attachments.

## **ASSISTIVE TECHNOLOGY ROOM**

This room is equipped with a PC with a braille display, large-print keyboards, height-adjustable desks, screen reader software with text-to-speech capability, OCR software for scanning printed text and reading it out aloud, and much more.



# What goes on behind the scenes?

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## INDEXING CONTENTS OF THE BOOK COLLECTION

To allow you to conduct a successful search by topic in the WU catalog, all printed books as well as a part of the electronic books are assigned (classified) to subject areas by our subject librarians and provided with specialist terms (subject headings).

## E-RESOURCES

To give you optimal access to our eJournals, eBooks, and databases, we conduct demand analyses, availability and price research, engage in license negotiations, carry out troubleshooting in case of technical difficulties, and analyze usage statistics.

## LIBRARY SYSTEM

Our system librarians take care of all back-end data management and make sure the WU catalog is always up and running.

## DID YOU KNOW ...?

Fast Track to Full Texts:

The tool LibKey is integrated into the WU Catalog, literature databases like EBSCO, ProQuest, and Scopus, as well as Google Scholar, making it easier to access the library's online content.

## METADATA MANAGEMENT

Library staff assign bibliographic data to purchased or licensed books, eBooks, etc., so they can be listed and found in the WU catalog.

## DID YOU KNOW ...?

The library ensures the quality of your publication metadata in PURE so that it can be optimally evaluated for the intellectual capital report.



# Reference Management

- › Which reference management program is best suited to your needs?
- › You have questions about importing references or need a particular citation style?

## OUR SERVICES FOR YOU:

- › Consulting and training services on the use of reference management programs
- › Creation and adaptation of citation styles

WU holds licenses for the reference management programs Citavi and End-Note, and library staff will be happy to help you with them. Our specialists can also answer any questions you may have about the open source software Zotero and Juris-M.

The WU Library offers courses on the use of Citavi, EndNote, Zotero, and Juris-M on a regular basis.

- › [wu.ac.at/en/library](http://wu.ac.at/en/library) > Consultation > Library workshops

Fit4Research, the library's eLearning program, has further information on:

- › Licensing and installation
- › Basics of referencing
- › Documenting the use of AI-generated content
- › Managing references
- › Organizing knowledge
- › Managing citation styles

## Fit4Research – Focus on reference management:

- › [library.wu.ac.at/bib/fit4research](http://library.wu.ac.at/bib/fit4research) > Cite & manage literature

PROGRAMS	CITATION STYLES (Selection)	CITATION STYLES WU (Selection)
Zotero Citavi Juris-M EndNote	AAA APA Chicago Harvard	Finance Bachelor Retailing & Marketing leg cit Master Management

# Publication Services

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- › You want to publish open access?
- › Would you like to upload your publication to PURE, but are unsure whether you are authorized to do so?
- › Would you like to learn more about the benefits of research data management?

## OUR SERVICES FOR YOU:

- › Information and personal consulting on open access publishing and research data management
- › Implementation of open access agreements with publishers and management of the WU Open Access publication funds
- › Support to publish your open access publication in PURE

## OPEN ACCESS

As a WU researcher, you have several open access publication options for your research results:

- › Publishing them in WU's institutional repository PURE
- › Publishing them as open access publications in journals and books

## Repository PURE

Since 2022, PURE is WU's research information system. It documents publications, lectures, projects, and other research activities. Academics and authorized administrative staff can enter publications, and full texts can be uploaded and published directly in PURE.

- › [research.wu.ac.at](https://research.wu.ac.at)

## Editing open access journals

Library staff will be happy to advise and support researchers interested in establishing and editing open access journals using the Open Journals Systems (OJS) journal management system.

## INSIDE TIP

To publish a contribution in PURE, access the repository with your WU login. Information and tutorials: [wu.sharepoint.com](https://wu.sharepoint.com) > PURE

## Digital Object Identifier (DOI)

A DOI can be requested for full texts in PURE, which allows for stable and permanent identification of the documents on the web. Contact: [doi@wu.ac.at](mailto:doi@wu.ac.at)

### Agreements with publishers

WU has entered into agreements with a number of publishers, allowing authors to publish their papers in these publishers' journals as open access:

- > ACM
- > Sage
- > Cambridge
- > Springer
- > Elsevier
- > Taylor & Francis
- > Emerald
- > Wiley
- > Oxford

### WU Open Access Publication Funds

If you would like to publish your results as a book, or in a journal that is not included in one of WU's agreements with publishers, WU has established publication funds to help.

The following criteria must be met to receive funding from the WU publication fund for articles:

- > You are the corresponding author of the publication in question
- > The paper is intended for publication in an academic journal that meets specific quality criteria
- > The publication fees are not already covered by the project's third-party funding

### Open Access Office

The Open Access Office at the WU Library is your central point of contact for all questions related to open access publishing.

- > Contact: [open-access@wu.ac.at](mailto:open-access@wu.ac.at)
- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services for > Employees > Research Support > Open Access

In addition, the WU Library also offers consultation on publications as part of its research support services, e.g., on predatory publishing:

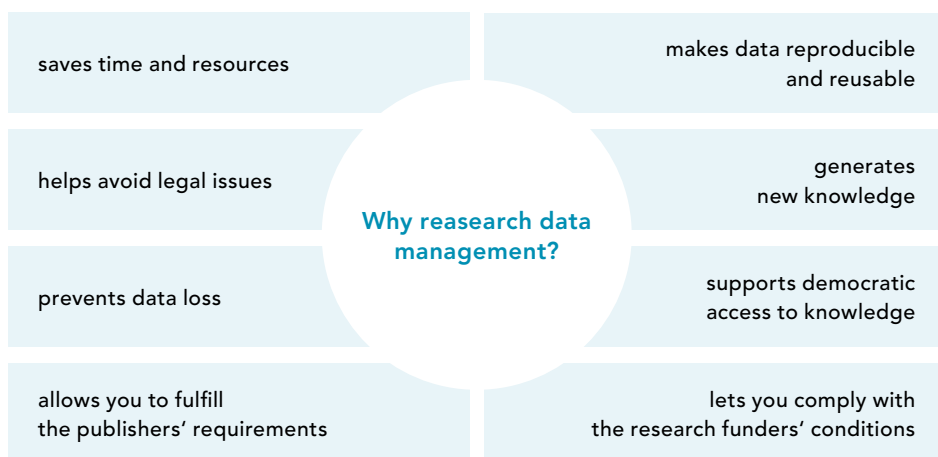
- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services for > Employees > Research Support

### DID YOU KNOW ...?

If your paper meets the requirements and is accepted by the journal, the publication fund will bear the costs up to a maximum of € 2,500. Up to € 4,000 are available for books. Billing is handled by the WU Library.



## RESEARCH DATA MANAGEMENT



Our data stewards will be happy to help you find answers to the following questions:

- > Which important areas of data management do you need to address when collecting data?
- > What requirements do funding bodies and publishers have with regard to research data?
- > How can you secure your data in the long term and make it available to the public?

> Which subject-specific repositories are available for your particular types of research data?

> Where can you find further information on this topic?

### Further information:

- > Email: [researchdata@wu.ac.at](mailto:researchdata@wu.ac.at)
- > WU Policy: [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services for > Employees > Research Support > Research Data Management > WU Research Data Management Policy

# Course Reading Lists

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- › You want to include references to book chapters and links to videos and websites on your course's reading list in addition to books and papers?
- › You want to be able to transfer course reading lists from one semester to the next quickly and easily?

## OUR SERVICES FOR YOU:

- › **read!t, a standard feature in WU's eLearning**
- › **Training workshops and personal consultations on using read!t**
- › **Making sure the relevant literature for your course is available to students**

The reading list management system read!t helps you compile clearly structured reading lists for your courses quickly and easily.

Why use read!t?

- › **One central starting point for course reading lists:** read!t is accessed via WU's eLearning platform and reading lists are linked to the online course catalog and course syllabi.
- › **Clearly structured and intuitive to use:** read!t has a user-friendly interface and offers a variety of options for structuring multimedia contents.
- › **Direct line to the library:** You can use read!t to inform the library quickly and easily of any new literature required for your courses.

- › **Automatically checks availability:** The application shows you right away if the literature on your reading list is available in the library, and in what form.

- › **Add comments and tags:** read!t gives you the option of commenting on individual resources and including assignments for students.

- › **Upload your own files in read!t:** You can upload documents, such as your own scripts or PowerPoint presentations, yourself. Please respect the copyright regulations.

## Contact:

- › Email: [readinglists@wu.ac.at](mailto:readinglists@wu.ac.at)
- › [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services for > Employees > Support of the Teaching

# read!t

You can easily have the best  
course reading lists with our  
Reading List Management System

TEAM READ!T

[readit.wu.ac.at](mailto:readit.wu.ac.at) | [readinglists@wu.ac.at](mailto:readinglists@wu.ac.at)

# Consultation and Information Literacy

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- › You're using a new database and could use some help choosing the best search parameters?
- › You'd like your students to receive an introduction to literature research?

## OUR SERVICES FOR YOU:

- › Individual consulting services and workshops for academic and administrative staff
- › Workshops for students, custom-tailored to their academic level and the subject matter of the course

## FOR WU EMPLOYEES

The WU Library offers individual support as well as group workshops on the following topics:

- › Personal introduction to the use and services of the library
- › Efficient literature research
- › Available information resources, especially databases
- › Support for systematic literature reviews
- › Consultation regarding reference management
- › Open access and digital publishing, research data management, ORCID iD, Digital Object Identifiers (DOI)
- › Anything else you may want to know about information literacy

## Consultation services:

- › [wu.ac.at/en/library](https://wu.ac.at/en/library) > Services for > Employees > Consultation

## INSIDE TIP

Drop us an email with your questions or requests to [library@wu.ac.at](mailto:library@wu.ac.at), or use our Service Desk to contact us: [support.wu.ac.at](https://support.wu.ac.at). Our specialists will get back to you promptly and reliably.

## FOR STUDENTS

We offer drop-in workshops for your courses, custom-tailored to the topics you need and the academic level of your students.

- › Duration: up to 90 minutes
- › Level: bachelor's, master's, doctoral/PhD

## Requests for drop-in-workshops:

- › [support.wu.ac.at](https://support.wu.ac.at) > Library > Service > Library Workshops

High-quality thesis papers are also based on targeted and comprehensive literature and information research, so we hope that you will let your students know about the Fit4Research training workshops that are held on a regular basis. Workshops are also open to employees, of course.

#### **Available workshops:**

> [wu.ac.at/en/library](https://wu.ac.at/en/library) > Consultation > Library Workshops

#### **DID YOU KNOW ...?**

Visit our weekly search\_bar for on-the-spot support, no appointment necessary!

[wu.ac.at/en/library](https://wu.ac.at/en/library) >

Consultation > search\_bar

#### **E-LEARNING PROGRAM FIT4RESEARCH**

The interactive eLearning program Fit4Research is available to you and your students anywhere, anytime – for everything from finding your way around the Central Library to literature research, reference management and citation guides, using AI tools for your search, academic reading and writing (evaluating academic resources, reading scholarly texts, tips for writing your own papers), and much more.

Users can then test their knowledge with an online quiz. The entire program is provided under a Creative Commons license 4.0 (attribution), so you are welcome to integrate program elements into your courses or share them.

#### **Fit4Research:**

> [library.wu.ac.at/bib/fit4research](https://library.wu.ac.at/bib/fit4research)



# Special Collections and Digitalization

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- › Would you like to find out how to make special collections digitally accessible at WU?

## OUR SERVICES FOR YOU:

- › We can help you curate a special collection on your particular field of research

## COLLECTIONS

The library has already established a number of special collections in cooperation with WU researchers.

### Kurt W. Rothschild and Josef Steindl collections

The WU Library holds a significant portion of the scientific estates of two important Austrian economists, Kurt W. Rothschild and Josef Steindl.

The collection comprises over 2,000 books from their private libraries and is located in the special collection room LC 6.203 on level 6 of the Central Library.

The materials – letters, scientific work (including manuscripts, notes, sketches, and teaching material), biographical documents and collector's items – are accessible via WU Library's digital collections platform.



### Possession, Ownership, Property (POP) collection

The POP collection includes books, journal articles, and book chapters focusing on the topics of possession and ownership from psychological, social, philosophical, and economic perspectives.

### Historical wall charts

This collection consists of 20 different representations of microscopic renderings of plants used for starch, fibers, spices, and food, as well as three charts showing foreign cultivated plants.



The originals of the collection are stored in the WU University Archives. They were originally owned by the technological institute of the University of World Trade, then by the institutes that succeeded it until 2012.

### Brand History

This collection originates from the Institute for Advertising and Marketing Research (now Marketing & Consumer Research) and the project "History of Advertising – Brand History" by Prof. Günter Schweiger. It includes approximately 30,000 advertising materials spanning from the early 20th century to the present. Additionally, the archive contains advertising-related documents, such as advertising impact studies, decisions of the Austrian Advertising Council, studies on brand and image research as well as findings focused on branding and advertising.

#### INSIDE TIP

#### We can help you curate your collection

If you or your institute have a special collection you would like to make accessible to the public, let us know at [library@wu.ac.at](mailto:library@wu.ac.at).



### Collection of Poster Stamps

#### Prof. Günter Schweiger

With over 18,000 poster stamps, this collection initiated by Prof. Günter Schweiger provides a unique glimpse into the world of advertising around 1900. Each stamp is meticulously documented, highlighting their importance in advertising history as well as cultural and art history. The extensive collection allows for searching specific stamps or exploring the variety of digitized stamps for inspiration.

#### Further information on the special collections

- > <http://viewer.wu.ac.at>
- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Finding Literature > Special Collections

# University Archives

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- › You're involved with the historical development of university management?
- › You're interested in learning more about WU's history for your academic work?

## OUR SERVICES FOR YOU:

- › Storing archive-worthy materials
- › Making information on WU's history available
- › Providing access to archived materials upon request

## RESOURCE FOR UNIVERSITY RESEARCH

The holdings of the University Archives are a valuable resource for a number of different research areas (university history, university members, commemorative culture, etc.). The University Archives collects documents and publications from WU's past and makes them available for researchers' work.



## DOCUMENTING YOUR OWN ACTIVITIES

We would also be pleased if you could provide the University Archives with complimentary copies of materials related to your events and activities (posters, photos, etc.). This will help us ensure their long-term preservation and make them accessible for later generations.

### INSIDE TIP

The Archive Regulations describe in detail which files and documents should be submitted to the University Archives and provide further information as well as the terms and conditions for use.

[wu.ac.at/en/wu-university-archives](https://wu.ac.at/en/wu-university-archives)

# Focus on Provenance Research

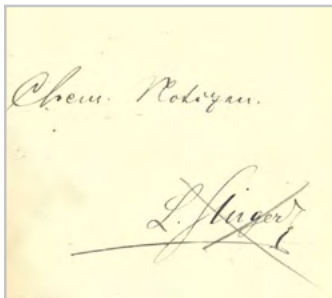
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## UNCOVERING THE HISTORICAL ORIGINS OF OUR BOOKS

The University Library houses more than 680.000 print books. However, among them, some have unclear origins (provenance), including books or journals which came into the library as looted property especially during the National Socialist era.

## INVESTIGATIVE EFFORTS AND NETWORKING

All works published up to 1945 are examined. In addition to inventory books and archive material, handwritten ownership notes, dedications, bookplates (see illustrations below) and stamps in the books provide indications of questionable acquisitions.



It is not always possible to clearly identify and classify these features. Therefore, cooperation with other libraries, the National Fund of the Republic of Austria for Victims of National Socialism and the Jewish Community is essential.

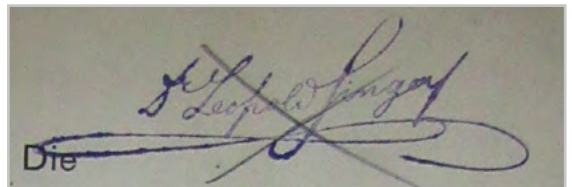
## RETURNING BOOKS TO THEIR RIGHTFUL OWNERS

The aim of provenance research is the restitution of books that have become part of the library holdings unlawfully to their rightful owners or their legal successors.

## RESTITUTIONS MADE TO DATE

Since the beginning of our research in 2010, the university has successfully carried out eight restitutions of more than 700 books to their rightful heirs.

> [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > WU Library >  
Research on Nazi-Confiscated Works



# Glossary

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**Financial reporting** is generated by the library management system Alma and serves to provide an overview of orders placed through the departments' ordering rights and global budget funds (reference collections). In the financial reporting system, authorized staff members can see the current status (updated daily) of their department's/institute's media ordering account.

**Immediate loan:** If required, books purchased through a department's ordering rights can be immediately checked out and delivered to a member of the department's staff as soon as they have been received and processed.

**Loan for research purposes:** Books acquired based on a department's ordering rights can be reserved by WU academic staff members for a guaranteed initial six-month loan.

**Open access** means free and unrestricted access to scientific information on the Internet. The aim is to make the results of publicly funded research available to everyone.

**Ordering rights** are a one-year budget for purchasing library media assigned to each department.

**Reference collections** are media shelved in individual researchers' offices for long-term personal use.

**Research data** is basically all data (digital and analog), which you use or generate for a research project. Data can also be one of the results of research. The definition and understanding of research data differs depending on the scientific discipline.



# Links

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**Campus Delivery Service**  
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**WU Policy on Literature  
Acquisition**  
[short.wu.ac.at/  
lib\\_acquisition](https://short.wu.ac.at/lib_acquisition)

# Contact

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