

# WU Library

Services for Employees



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# Did you know ...?

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**365**  
DAYS

WU employees have access to 3 different branch locations of the library **365 days a year, 24 hours a day.**

**144**  
DATABASES

At WU, you have access to 144 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 Fund and our extensive agreements with publishers if you want your papers 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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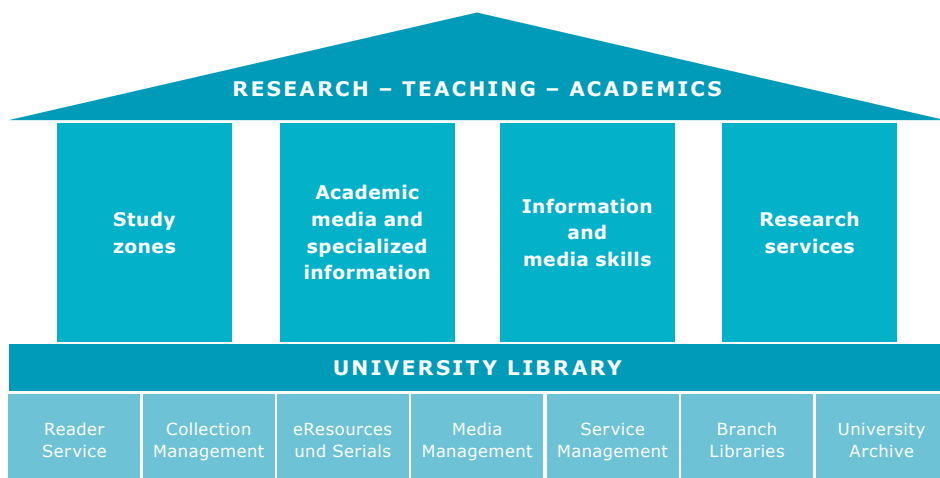
The University Library team welcomes you!

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 3 branch libraries offer you and our students over 1,700 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



## CONTACT

### Library information:

Tel.: +43 1 31336 ext. 4990

### Front desk:

(circulation, library cards)

Tel.: +43 1 31336 ext. 4929

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

**Service Desk:** [support.wu.ac.at](https://support.wu.ac.at)

**Website:** [wu.ac.at/en/library](https://www.wu.ac.at/en/library)

# Literature research

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- > **A colleague has recommended an interesting eJournal?**
- > **You need to find key indicators about a specific company for your research?**

## OUR SERVICES FOR YOU:

- > **The WU catalog, listing all of the library's books as well as all printed and electronic periodicals**
- > **Continuous expansion of the selection of available databases**
- > **Finance Area in the Central Library with databases on financial, 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 over 300 million 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 > eJournals

### Search Tools

- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Finding literature

## INSIDE TIP



Even if you are using Google Scholar to search for literature, it's still a good idea to connect to WU via VPN from outside the WU network. That way you can see right away which articles are available through the WU Library: [learn.wu.ac.at](http://learn.wu.ac.at) > Fit4Research

## DID YOU KNOW ...?



The WU Library offers over 140,000 eBooks and 140 databases, as well as about 26,000 eJournals. With a VPN connection, you can access the library's digital resources from home or on the go: [wu.ac.at/en/it](http://wu.ac.at/en/it) > Network & Infrastructure > VPN Connections



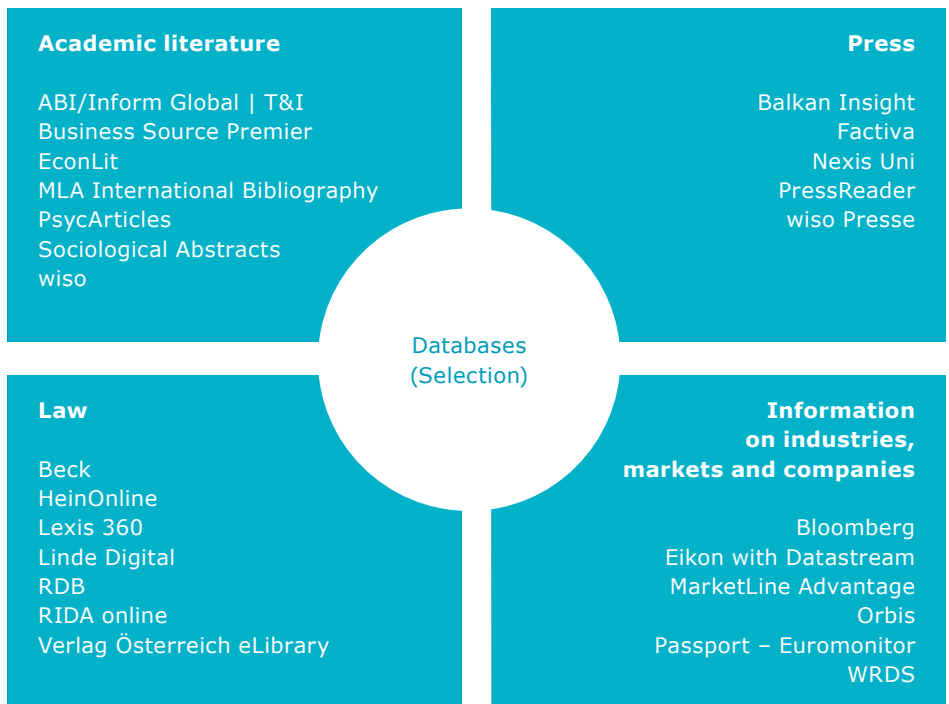
## DATABASES

Over 140 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://www.wu.ac.at/en/library) > Finding literature > Databases > Browse databases





## FINANCE AREA

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

### Location & accessibility

The terminals are located near the Library Information desk 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.

### Reservation

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

> [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > Finance Area

### Training workshops

The library offers introductory workshops on effectively searching for industry, market, and company information on a regular basis.

> [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > Library Workshops

#### INSIDE TIP



A wide variety of leading databases for empirical capital market research, including Compustat and CRSP, can be accessed using the Wharton Research Data Services (WRDS) platform.

#### 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).

# 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. [learn.wu.ac.at](https://learn.wu.ac.at) > Fit4Research > Finding Your Way Around the Library

## 24/7 ACCESS TO THE LIBRARIES

There are 3 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 for Social Sciences (D4)

## LIBRARY CARDS

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

## 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 either in the branch library where you borrowed them, at the self-service book return machine in the Central Library, or through the campus delivery service.

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## 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 in your library account, up to a total period of 6 months.

## CAMPUS DELIVERY SERVICE

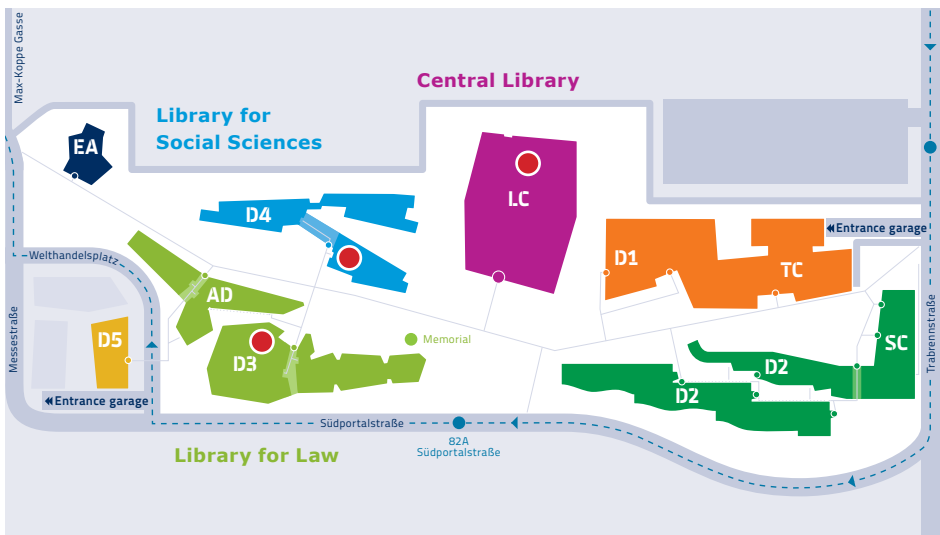
You can use our campus delivery service to borrow or return books from the Central Library. Recently ordered books are delivered to your department's front office on Monday, Wednesday, and Friday every week

### For further information, please see:

> [wu.ac.at/en/staff](http://wu.ac.at/en/staff) > Tools & Services > Library

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

> [wu.ac.at/en/library](http://wu.ac.at/en/library) > About us > 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 text-book 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/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library

#### 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).

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## 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).

## TEXTBOOK COLLECTION

The textbook collection contains multiple copies of high-demand textbooks. It is located on level 3 of the Central Library. Please inform the library 6 to 8 weeks before the start of the semester if you need new textbooks or updated editions of textbooks ([library@wu.ac.at](mailto:library@wu.ac.at)).

### INSIDE TIP



Starting in the fall of 2020, the reading list management system read! will be available, making it even easier to manage literature for your courses. Please see page 22 for further details.



## INTER-LIBRARY LOANS

Books that are not available in the holdings of the WU University Library can be ordered as temporary inter-library 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/staff](http://wu.ac.at/en/staff) > Tools & Services > Library > Procurement of literature

## WU LIBRARY KEY FIGURES (2019)

### Holdings and Resources

Books	670,920
Volumes added	20,129
eBooks	144,061
eBooks added	12,735
Print journals	593
eJournals	25,984
Research databases	144

# What else does the library have to offer?

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## STUDYING IN THE LIBRARY | CHILL-OUT AREA

The libraries offer around 1,700 workstations at 3 locations – no matter whether you are looking for a place to study quietly or want to build a custom group workstation with the mobile desks on level 4 of the Central Library. Here you can also find the communicative zone with vending machines for coffee and snacks as well as an area with sofas and beanbags to take a break while studying or working.

## DAILY LIBRARY OPERATIONS

Every day we make sure that reservations and requests are processed, books are correctly re-shelved, 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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## **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.

## **INDEXING CONTENTS OF THE BOOK COLLECTION**

To allow you to conduct a successful search by topic in the WU catalog, all printed books are classified and tagged with keywords by our specialist librarians.

## **LIBRARY SYSTEM**

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

## **EVALUATIONS AND USER SURVEYS**

We ask you and your colleagues on a regular basis if you have any ideas or suggestions for improving the library, so we can include your needs in our planning.

## **PROVENANCE RESEARCH**

The library investigates the origin of its holdings so that we can reconstitute printed works in the event of questionable or illegal acquisition.

## **LIBRARY WEBSITE**

We update and expand the library website [wu.ac.at/en/library](http://wu.ac.at/en/library) on a regular basis. Visit the page to find out all you need to know about the use of the library and our services.



# Reference management

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- > **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**
- > **Information on reference management using Fit4Research**

WU holds licenses for the reference management programs Citavi and EndNote, 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 Mendeley.

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

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

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

- > Licensing and installation
- > Managing references
- > Organizing knowledge
- > Managing citation styles

## **Fit4Research – Focus on reference management:**

- > [learn.wu.ac.at](http://learn.wu.ac.at) > Fit4Research > Reference management

PROGRAMS
Citavi
EndNote
Mendeley
Zotero

CITATION STYLES (SELECTION)
AAA
APA
Chicago
Harvard

CITATION STYLES WU (SELECTION)
Finance Bachelor
HCM
leg cit <sup>3</sup>
Master Management

# Publication services

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- › You want to publish open access?
- › 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
- › Support for publishing in the institutional repository ePub<sup>WU</sup>
- › Implementation of open access agreements with publishers and management of the WU Open Access Publication Fund

## OPEN ACCESS

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

- › Publishing them in WU's institutional repository ePub<sup>WU</sup>
- › Publishing them as open access publications in journals

### ePub<sup>WU</sup> repository

The ePub<sup>WU</sup> repository makes the output of WU's researchers freely available to the public, and guarantees the papers' long-term availability and citability.

- › [epub.wu.ac.at](http://epub.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



ePub<sup>WU</sup> also allows you to publish preprints and different versions of your paper. In addition, you can use the interface between the research information documentation and evaluation system FIDES and ePub<sup>WU</sup> to transfer the entered data to the repository, where it can then be linked to the full text.

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## 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: [openaccess@wu.ac.at](mailto:openaccess@wu.ac.at)
- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > Open Access

## 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:

- > Elsevier
- > Springer
- > Emerald
- > Taylor & Francis
- > Sage
- > Wiley

For detailed information on the journals and the publishing process, please see:

- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > Open access > Open access at WU > Agreements with publishers

## WU Open Access Publication Fund

If you want to publish your results in a journal that is not included in one of WU's agreements with publishers, WU has established a Publication Fund to help.

The following criteria must be met to receive funding from the WU Publication Fund:

- > 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

All funding conditions in detail:

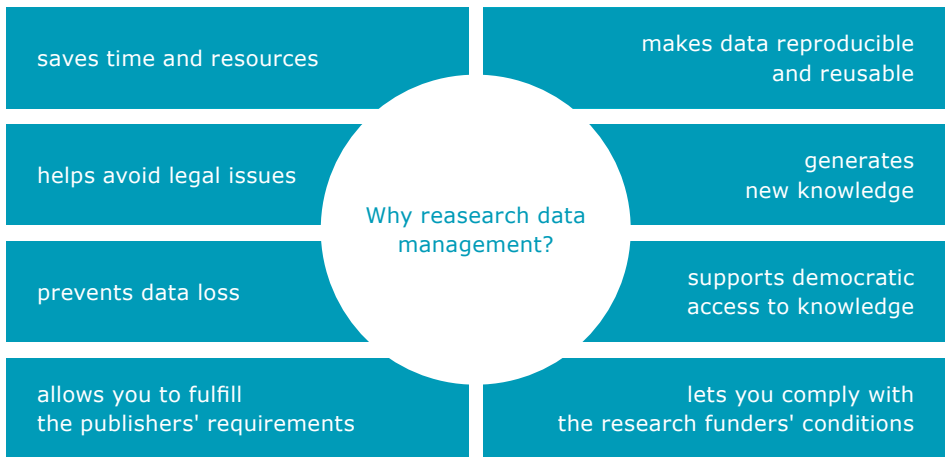
- > [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > Open access > Open Access at WU > WU Open Access Publication Fund

### 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 € 2,000, billed directly to the WU Library.

## RESEARCH DATA MANAGEMENT



The library staff 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)
- › Website: [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > Research data management
- › WU Policy: [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > 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:

- > **readIt, a new feature on LEARN**
- > **Training workshops and personal consultations on using readIt**
- > **Making sure the relevant literature for your course is available to students**

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

Why use readIt?

- > **One central starting point for course reading lists:** readIt is accessed via LEARN and reading lists are linked to the online course catalog and course syllabi.
- > **Clearly structured and intuitive to use:** readIt has a user-friendly interface and offers a variety of options for structuring multimedia contents.

- > **Collaborative options:** As a course instructor, you can share your reading lists with colleagues and tutors for joint editing.

- > **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.

- > **Direct line to the library:** You can use readIt to inform the library quickly and easily of any new literature required for your courses.

- › **Add comments and tags:** read!t gives you the option of commenting on individual resources and including assignments for students. You can also open discussion forums for your students.

**Contact:**

- › Telephone: +43 1 31336 ext. 4488
- › Email: [readinglists@wu.ac.at](mailto:readinglists@wu.ac.at)
- › Website: [wu.ac.at/en/library](http://wu.ac.at/en/library) > Services > read!t



The illustration shows a lecturer standing at a whiteboard that displays the text "COMING SOON!". Above the whiteboard, a stream of letters and numbers is falling. Below the whiteboard, a group of silhouettes represents an audience. To the right, a large graphic shows a hand holding a stack of books, with the text "read!t" written vertically next to it.

**WU | UNIVERSITÄTSBIBLIOTHEK**

**read!t**

Find Lists

Welcome to read!t

Here you'll find resource lists for courses held at WU Wien

Lookup reading lists by list title, course title, course code or course instructors

Status: Active

Course title: Search by course title

Course Code: Search by course code

Course instructors: Jane Doe

SEARCH

# 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**
- > **Continuous further development of the Fit4Research eLearning program**

## CONSULTING FOR WU EMPLOYEES

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

- > Efficient literature research
- > Available information resources, especially databases
- > Introduction to reference management
- > Open access and digital publishing
- > Anything else you may want to know about information literacy

### Support and training workshops:

- > [wu.ac.at/en/staff](http://wu.ac.at/en/staff) > Tools & Services > Library

## 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](http://support.wu.ac.at). Our specialists will get back to you promptly and reliably.

## STUDENT SUPPORT DROP-IN WORKSHOPS

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

### Requests for drop-in workshops:

- > [support.wu.ac.at](http://support.wu.ac.at) > Library > Service



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://www.wu.ac.at/en/library) > Services > Library Workshops

#### DID YOU KNOW ...?



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

[wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Services > Information & Consultation

#### 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 and using search tools (e.g. the library catalog and Google Scholar).

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:

> [learn.wu.ac.at](https://learn.wu.ac.at) > Fit4Research



# Special collections and digitalization

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- > **Would you like to find out how to make special collections digitally accessible at WU?**
- > **Do you want to create a special collection?**

## OUR SERVICES FOR YOU:

- > **We can help you curate a special collection on your particular field of research**
- > **On-demand digitalization of WU publications to make them digitally accessible**

## COLLECTIONS

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

### **Kurt W. Rothschild and Josef Steindl collections**

With the support of the OeNB Anniversary Fund, the library has been able to provide access to the estates of two important Austrian economists, Kurt W. Rothschild (1914–2010) and Josef Steindl (1912–1993). The bequests are made up of more than 2,000 books from the private libraries of Rothschild and Steindl, and are housed in the library (special collection room LC 6.203, level 6).

In addition, most of the approximately 1,700 letters, manuscripts, collector's items, and biographical documents are also available in digital form.

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

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

### **Access the digital collections here:**

- > <http://viewer.wu.ac.at>

## 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, feel free to drop us a line: [library@wu.ac.at](mailto:library@wu.ac.at)

## Further information on the special collections:

- > [wu.ac.at/en/library](https://wu.ac.at/en/library) > Finding literature > Digital collection Rothschild & Steindl

## RETROSPECTIVE DIGITALIZATION

The library digitalizes the contributions of WU researchers which have only been available in analog form until now, to ensure their long-term preservation and make them digitally accessible.

### INSIDE TIP



If you have any questions regarding these services, please let us know: [library@wu.ac.at](mailto:library@wu.ac.at)

The screenshot shows the website for 'DIGITALE SAMMLUNGEN' at WU. The navigation bar includes 'WU BIBLIOTHEK', 'WU ARDHY', 'WU WIEN', 'MERKLISTE', 'ANMELDEN', and 'EN'. The main menu lists 'Digitale Sammlungen', 'Kurt W. Rothschild', 'Josef Steindl', 'Nutzungshinweise', 'Suchen', and 'Mitmachen'. A search bar is present with the text 'Alle Sammlungen' and 'Schnellsuche'. The main content area features a 'Startseite' link and a section titled 'Über die Sammlungen' which states: 'Die digitalen Sammlungen der WU Bibliothek umfassen derzeit über 4000 Dokumente aus den Nachlässen von Kurt W. Rothschild und Josef Steindl. Die Aufbereitung und Digitalisierung der Nachlässe erfolgte mit Unterstützung des Jubiläumsfonds der Österreichischen Nationalbank. Weitere Informationen zu Leben und Werk von Kurt W. Rothschild und Josef Steindl.' Below this text are two portrait photos: 'Nachlass Kurt W. Rothschild' and 'Nachlass Josef Steindl'. The main heading 'Digitale Sammlungen' is positioned above the photos.



Monat Juni 1903.

Vorlesungsgegenstand	Abwesende Herr	Anmerkung
Engliff	Hinsw...	
Geogr. I u. II	Ratz, Lind...	
Engliff	Lindenberg, Gallen...	
Geogr.	Burg, Hoffmann, Ratz	
	Abwesende Herr	
	Ratz	
	Burg, Geol., Hoffmann, Komet...	
	Ratz, Hoffmann, Zeh...	
	Ratz, Hoffmann	
	Ratz, Hoffmann	
	Ratz, Hoffmann, Lind...	
	Ratz, Hoffmann, Lind...	
	Lindenberg, Hoffmann	
	Ratz, Hoffmann	
	Ratz, Hoffmann	
	Ratz, Hoffmann	
	Ratz, Hoffmann	

Ratz Hoffmann  
Hoffmann

# 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 development, 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 available to 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](http://wu.ac.at/en/wu-university-archives)

# 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** is a publishing and distribution model that makes scholarly research literature—much of which is funded by taxpayers around the world—freely available to the public online, without restrictions.

**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:**

- > [wu.ac.at/en/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library > Delivery services

**Databases**

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

**Document delivery:**

- > [wu.ac.at/en/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library > Procurement of literature

**Finance Area:**

- > [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Services > Finance Area

**Fit4Research:**

- > [learn.wu.ac.at](https://learn.wu.ac.at) > Fit4Research

**Inter-library loans:**

- > [wu.ac.at/en/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library > Procurement of literature

**Katalog & KatalogPLUS:**

- > [katalog.wu.ac.at](https://katalog.wu.ac.at)

**Library card:**

- > [wu.ac.at/en/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library > Borrowing Books

**Library courses:**

- > [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Services > Library workshops

**Open access:**

- > [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Services > Open access

**Ordering books for institutes:**

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

**read!t – Course reading lists:**

- > [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Services > read!t

**Repository ePub<sup>WU</sup>:**

- > [epub.wu.ac.at](https://epub.wu.ac.at)

**Research data management:**

- > [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Services > Research data management

**Special collections:**

- > [wu.ac.at/en/library](https://www.wu.ac.at/en/library) > Finding literature > Digital collection Rothschild & Steindl

**University Archives:**

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

**Workshops & Consultation**

- > [wu.ac.at/en/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library > Workshops & Consultation

**WU Policy on literature acquisition:**

- > [wu.ac.at/en/staff](https://www.wu.ac.at/en/staff) > Tools & Services > Library > Procurement of literature

# Contact

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