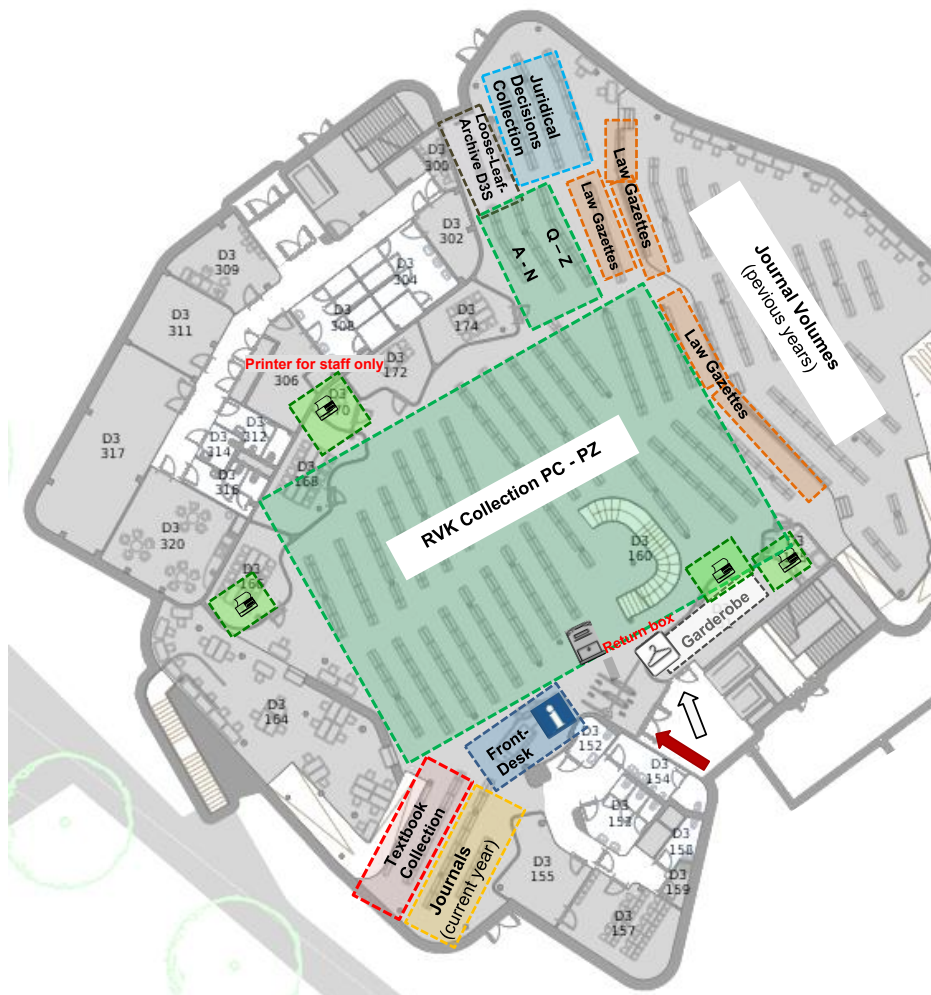


Library for Law

Library Guide for Employees



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Finding Your Way Around

ACCESS

WU staff enjoy access to the Central Library and the Library for Law at all times. The tax law collection at the Institute for Tax Law is available to members of the Department of Public Law and Tax Law 24/7. To all other users the collection is available during the institute's regular opening hours.

DID YOU KNOW...?

The key card/chip only serves as an access key not as a library borrowing card.

With your key card/chip you have access to a room equipped with an all-in-one printer at the Library for Law.

OPEN STACKS

Books

In the central area of the Library for Law, books are systematically arranged according to the Regensburg Classification System (RVK). You can find a detailed orientation map on the Library for Law's website at the beginning of this brochure.

Current journals

To the left after entering, you will find the journal area (flip-top boxes) where the current volumes of approximately 200 ongoing journals are neatly arranged in numerical order. These cannot be borrowed.

Textbook Collection

The legal textbook collection is adjacent to the area with the flip-top-boxes. This collection can only be borrowed by WU students.

Judicial decisions, law gazettes, journal volumes

In the rear section of the library, to the right after entering, you will find collections of judicial decisions, official gazettes, and bound volumes of past journal issues.

Tax Law Collection D3S

The Tax Law Collection is located at the [Institute for Austrian and International Tax Law](#) on Level 2 and can be accessed via the elevator in front of the entrance to the Library for Law.

Borrowing Books

Books can be borrowed 24/7 using the library card at the self-checkout machine. Generally, staff members can borrow all books, excluding reference copies.

LIBRARY CARD

To borrow books, you need a library card. You can easily request one online through the Service Desk (support.wu.ac.at). The card will be delivered to you via inhouse mail, or your (active) student ID will be updated. Alternatively, you can contact the library front desk at the Central Library (LC) during [opening hours](#).

Visiting scholars

If you have guests who require immediate access to the library, your liaison librarians (refjur@wu.ac.at) can assist you in organizing guest cards.

BORROWING CONDITIONS

The collection of the Library for Law is freely accessible. In general, you can borrow books 24/7 at the self-checkout machine. If you encounter any issues with the checkout process, please contact the front desk.

Outside of regular opening hours, kindly send a photo of the main title page of the book, including the barcode, to bib-schalterd3@wu.ac.at.



Afterward, simply take the book with you, and we will promptly process it under your account.

Loan period

Typically, the borrowing period for staff is 4 weeks. If there are no reservations and no overdue books, the WU Library automatically extends your loans by 4 weeks three days before the deadline. Additionally, you can independently extend the loan duration through your library account at any time, up to a total of 6 months.



Borrower notification

As a WU staff member, you can check the library catalog to see which of your colleagues has currently borrowed a book you need or in which departmental reference collection a book is located.

INSIDE TIP

This information is accessible only to WU staff members. Therefore, students and external users do not have access to this function. You must be logged into the library catalog with your WU staff credentials (single sign-on) to use this feature.

If a reading room copy of the book is available at any of the library locations, the display will not appear.

Non-circulation items for staff

- > Reading room copies of essential foundational works designated for in-library use
- > Loose-leaf collections in D3
- > Journal collections (individual journal issues and bound volumes)
- > Collections of judicial decisions
- > Law gazettes
- > Legal textbook collection

Reading room copies of books and loose-leaf collections are identifiable by a red stripe below the shelf mark.

D3

PU
2355.400
B914

Lesesaalexemplar

RESERVATIONS

Books that have been set aside for you can be collected during [opening hours](#), starting from the moment of notification, at the front desk. The books will be available for pick-up for one week. Please note that books from the section Tax Law D3S cannot be reserved.

RETURN

Library for Law D3

In the Library for Law, only books from its own collection can be returned. During opening hours, simply drop off the books at the front desk. Outside of opening hours, please deposit books exclusively into the black return box in the entrance area of the Library for Law.

Central Library LC

At the Central Library, books from all locations can be returned 24/7 at the automated return machine (located to the right of the library reception).

Please do not place books from the D3 holdings in the campus delivery service boxes; instead, return them directly at the front desk or in the black return box at the Library for Law.

Tax Law Collection D3S

Books from the tax law collection can only be returned at the self-checkout machine on-site.

DID YOU KNOW...?

Books left on the library carts will not be checked in. Please, for your own benefit, ensure not to place borrowed books there. They will remain checked out to you, potentially leading to overdue notices.

Sign in to get complete results and to request items [Sign in](#)

Options: [order/request](#) [Borrowed by](#) [Österreichweite Suche / The Austrian Library Network](#)

D3 Law Books CI 3390 V567 [LOCATION](#)

Availability:
(1 copy, 0 available, 0 requests)

1 - 1 of 1 Records

TYPE	DESCRIPTION	STATUS
Book	Loan: 4 weeks Shelfmark: CI 3390 V567	Due date 09.02.2024 23:59:00

Procurement of Literature

Each department has authorized a person, who forwards the literature requirements of their unit to the library and manages the literature budget. Therefore, for book requests, please contact the authorized representative of your department. They can also provide information on the current status of budgets.

DID YOU KNOW...?

The acquisition of literature is centrally handled by the WU Library. For new purchases (print books and eBooks), please use the online form „Book acquisition“ available at support.wu.ac.at > Library > Literature Procurement > Book acquisition.

There are various financing options that must be specified when placing an order: Ordering Rights (D3 collection), Global Budget (reference collections and ephemera) and third-party funding §27.

WU policy on literature acquisition:

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

Ordering rights

Books (print and eBooks) financed through your ordering rights will be placed in the Library for Law. As staff members, you are entitled to first loan or research loan of the book.

Immediate loans

If you wish to borrow a newly acquired item immediately, please indicate this at the time of ordering. The book will be checked out to you and delivered directly to your department. As long as no one else places a hold on the book, the loan period automatically extends every 4 weeks, up to a total duration of 6 months.

Loans for research purposes

If you need exclusive access to a book for a period of 6 months from the outset, a research loan is the appropriate option. Please specify this at the time of ordering so that the book can be assigned to you, and it will be delivered directly to your department.

DID YOU KNOW...?

The research loan option is only available once for newly ordered books and is intended for guaranteed six-month exclusive use for research purposes. Afterward, the general borrowing conditions for academic staff apply (see page 5).

REFERENCE COLLECTIONS

Reference collections include literature available to WU researchers for long-term use. They are financed from the departments' global budget and centrally acquired by the library. Like first and research loans, this needs to be communicated to the authorized ordering representatives during the ordering process, and the books will be delivered directly to the department.

The legal departments have institute- or section-specific reference collections.

JOURNAL SUBSCRIPTIONS

If you would like to propose a new journal for the WU collection, please send an email with the title of the journal to refjur@wu.ac.at and specify your preferred subscription format (print/e-only/e+print).

TEXTBOOK COLLECTION

The textbook collection provides multiple copies of textbooks for WU students. Since October 2024 the legal textbook collection is located in the Library for Law D3. Please send acquisition or update requests, preferably 6-8 weeks before the start of the semester, to refjur@wu.ac.at.

INSIDE TIP

When using the read!t feature to create a reading list for your course, information about the required books is automatically forwarded to the library.

DOCUMENT DELIVERY SERVICE

The document delivery service provides the procurement of journal articles, contributions, and essays not available at WU.

Contact: Sabine Kernbichler
Phone.: +43 1 31336 4911
Email: docdel@wu.ac.at

INTER-LIBRARY LOAN

The inter-library loan obtains books for your temporary use that are not available in the University Library's collection.

Contact: Elisabeth Ruhs
Phone: +43 1 31336 4912
Email: fernleihe@wu.ac.at

Orders via inter-library loan and document delivery are delivered directly to your department.

The costs for inter-library loan and document delivery orders, required for teaching and research purposes at WU, will be covered by the University Library. For more details, please refer to wu.ac.at/en/library > Services for > Employees > Procurement of Literature.

CAMPUS DELIVERY SERVICE

The campus delivery service saves you the trip to the Central Library (LC) when you want to borrow or return books from there.

How to order

- > Log in to the WU Catalog
katalog.wu.ac.at
- > Search for the book
- > Click on the title
- > Click on "order/request"
- > The default pickup location is set to the Central Library – you can ignore this!
- > Confirm the order

The ordered books will be delivered to the front office of your department every Monday, Wednesday, and Friday.

For details on the campus delivery service, please visit wu.ac.at/en/library > Services for > Employees > Using the Library > Delivery Services.

WU Catalog

In the **WU Catalog**, you can explore the entire book and journal collection of the Central Library and the Library for Law. Additionally, there is the **CatalogPLUS**. When searching with CatalogPLUS, in addition to the previously mentioned collections, you gain access to a cross-disciplinary mega-index with over 300 million literature references and full-texts from our databases as well as open access sources.

There are both a simple and an advanced search available, allowing you to combine search fields. In both search types, you have the option to narrow down the searched collection, for example, to journals or WU theses.

If a legal commentary or a journal is also available electronically, you will be redirected to the online version in the catalog via the link "Online access available".

The information on the library collection is displayed in real-time, meaning that as soon as a book is borrowed, made available, reserved, or returned, this information is visible to you in the WU Catalog. If a book is not on the shelf, it might be in use by another person on-site.

The screenshot shows the WU Catalog search interface. The search term 'umweltrecht' is entered in the search bar. The search results are displayed in a list format. The first result is a book titled 'Umweltrecht' by Wolfgang List, published in 1956. The book is available in multiple locations. The search results are sorted by relevance. The interface includes a search bar, a navigation menu, and a list of search results.

Electronic Resources

Databases

All licensed databases at WU can be found on the library's website wu.ac.at/en/library > Finding Literature > Databases. Information about specific access requirements for legal databases can be found at wu.ac.at/en/library > Finding Literatur > Access to Online-Resources.

You can also find an overview of legal databases and their functionalities in our eLearning section at learn.wu.ac.at > Fit4Research > Juristische Recherche. (Currently available in German only)

Journals

The eJournals licensed by the library are cataloged in the Electronic Journals Library (EZB). You can search for a journal title there and find information on accessibility. If you cannot find the journal in the EZB, we recommend also checking the relevant legal databases.

Legal commentaries

In the WU Catalog, you can find both printed and electronic legal commentaries.

If you have any questions or encounter issues while using our electronic resources, please contact library@wu.ac.at.



read!t

What is read!t?

The reading list management system read!t assists instructors in quickly and comprehensively compiling reading lists. It serves as the central hub for teaching staff and students for course literature. Access to read!t is through MyLEARN or Canvas, and each reading list is linked to the right course via the syllabus.

Why read!t?

- > read!t streamlines matching course literature with the library holdings
- > read!t supports multimedia content
- > read!t offers a user-friendly interface and enables intuitive handling

Advantages of read!t for instructors

- > Quickly and easily add literature
- > Collaborative creation of reading lists
- > Transfer of reading lists to the next semester

Advantages of read!t for instructors

- > Organizes reading lists in a clear manner
- > Provides quick access to relevant literature, allowing more time for in-depth understanding of the content

If you have any questions about list management please contact readinglists@wu.ac.at. In all questions related to content please contact your liaison librarians refjur@wu.ac.at.

For instructions & tutorials: learn.wu.ac.at > fit4research > read!t



Additional Services

Liaison librarians

Each department at WU has liaison librarians which you can contact with any library-related questions. For the law departments, these are Livia Neutsch, Barbara Lindsberger, Sabrina Breiteneder, and Judith Schimpfössl. They can be reached at refjur@wu.ac.at.

News service

The Library for Law provides regular updates:

- > Overview of new acquisitions and the current status of the reference collections (monthly)
- > Tables of contents of new conference papers, commemorative publication and essay collections
- > Tables of contents of incoming journals (weekly)

The table of contents are uploaded as an OCR-readable PDF at wu.ac.at/en/library > WU Library > Branch Libraries > Library for Law.

INSIDE TIP

If you are not receiving our news services, it is advisable to contact your institute's administration office to be added to your department's email distribution list.

Workshops & support

We offer personal one-on-one sessions or group events on the following topics:

- > Tips for efficient literature search (tools, alerts, search strategy, etc.)
- > Overview of available information sources (focus on databases)
- > Targeted document search (book and journal literature – emphasis on online resources)
- > Introduction to reference management (Citavi, Juris-M, Zotero, EndNote)
- > Overview of the University Library's service offerings – for new staff (inter-library loan, document delivery, information sources, etc.)
- > Drop-in sessions for your courses
- > Introduction to creating reading lists with read!t



Links

Services of the WU Library for employees

- > wu.ac.at/en/library > Services for > Employees

Library for Law website

- > wu.ac.at/en/library > WU Library > Branch Libraries > Library for Law

Library card

- > support.wu.ac.at > Library > Servicedesk > Library > New library card

Catalog & CatalogPLUS

- > katalog.wu.ac.at

Book ordering for institutes

- > support.wu.ac.at > Library > Literature Procurement > Book acquisition

WU policy on literature acquisition

- > wu.ac.at/en/library > Services for > Employees > Procurement of Literature > Acquisition Request

Campus delivery service

- > wu.ac.at/en/library > Services for > Employees > Using the library > Delivery Services

Document Delivery

- > wu.ac.at/en/library > Services for > Employees > Procurement of Literature > Document Delivery Service

Inter-library loans

- > wu.ac.at/en/library > Services for > Employees > Procurement of Literature > Inter-library loans

Legal databases

- > wu.ac.at/en/library > Finding Literature > Databases > Browse databases

read!t – reading list management

- > learn.wu.ac.at > Fit4Research > read!t

Open Access

- > wu.ac.at/en/library > Services for > Employees > Research support > Open Access

PURE

- > research.wu.ac.at/en

Research data management

- > wu.ac.at/en/library > Services for > Employees > Research support > Research Data Management

Contact

Front desk Library for Law D3 (general information on use and borrowing)

Monday - Friday 9:00am-6:00pm, Wednesday until 8:00pm (semester)

Monday - Friday 9:00am-4:00pm (vacation)

Phone +43 1 31336-5745

Liaison librarians (central contact point for the law departments)

Monday - Friday 8:00am-3:00pm

Email: refjur@wu.ac.at

Imprint

WU University Library

Library for Law

Building D3

Welthandelsplatz 1, 1020 Vienna

Email: library@wu.ac.at

Website: short.wu.ac.at/library-for-law

Pictures: WU University Library

As of: March 2026

