

Databases

Via the **menu item "Database Service"**, you can search systematically for databases by either entering a keyword into the search field, by navigating through the A-Z index, or by choosing from the list of subjects. You can also search for a title keyword or a word from the content description.

The Database Service contains freely available databases ("Open Access") as well as those licensed by the University Library; the latter are only available to members of the University of Vienna after login. Databases marked **Full Text** contain complete texts which can be searched and copied into text editors; databases marked **Full Text Linking** offer a direct link to licensed full texts.

As with search results in the media search, relevant databases can be saved for regular use in "Saved records" after login.

Showcases

Via the **menu item "Showcases"**, the Vienna University Library presents digitized objects from its holdings. These are professionally scanned in the course of digitization projects in order to make public domain works available online to science, research and the interested public worldwide.

Inter-Library Loans

Via the **menu item "ILL"** you can order books which are not available at any library in Vienna to the University Library – throughout Europe! Note that a fee is charged for this service.

bibliothek.univie.ac.at/en/fernleihe.html

Help and Library Instruction

FAQs on how to use u:search can be found via the "Help" button in the menu bar. You can also contact us via e-mail: helpdesk.ub@univie.ac.at

Feedback is welcome and can be given via the "Feedback" button on the right-hand page margin.

Also use our vast offer of **Library Instruction Courses** on research in u:search, the use of e-resources, on copyright, plagiarism and much more!

bibliothek.univie.ac.at/schulungsangebot/en/



Why you should always log in when using u:search

Search results can **vary significantly** depending on whether you are logged in or not!

Only when logged in you can:

- request or reserve books
- extend deadlines on your loans and check on open fines and fees in "My Account"
- save and organise found titles in "Saved records"
- save your search enquiries and set alerts for new results

Numerous **full texts** from licensed sources are available online to members of the University of Vienna – but **only after login**.

Vienna University Library
Universitätsring 1
1010 Vienna

T +43 1 4277-151 40
M helpdesk.ub@univie.ac.at
W bibliothek.univie.ac.at/en/



English version as of: June 2024 | Imprint: Vienna University Library, Universitätsring 1, 1010 Vienna; Photo: Vienna University, Barbara Mair



**universität
wien**
Universitätsbibliothek

u:search

The Vienna University Library
Search Engine



u:search

u:search is the Vienna University Library's central search engine, through which almost all holdings available at the library can be found. Here you can request or reserve books and other media for use at the library or as a loan – and many resources can be used directly online.

Books, e-books, journals, e-journals, CDs and DVDs, databases, collection items – the full range of media at the Vienna University Library is available through one central interface!

usearch.univie.ac.at/en

Find rather than search


Always log in when using u:search in order to receive a comprehensive list of results and to view information on the **Lending Conditions**: How long can the book be borrowed and from where? Is it currently available? Is there an online version to read immediately?

u:search allows you to gradually restrict the search results by using **filters**. In the left-hand column next to the results list you can find, amongst other filters:

- **“Online access”**: reduce results to documents which are electronically available
- **“Physical library items”**: reduce results to media available physically (printed) at the Vienna University Library
- **“Featured”**: reduce results to specific collections (estates, repositories, university publications)
- **“Person/Institution”**: filter by authors, editors or other kinds of contributors
- **“Medium”**: look for books and/or journal articles, reviews, digital data carriers etc.
- Creation date, language, topic – and more

All set filters are listed at the top of the column and can easily be unchecked or reset there.

Tips

- Via the button “Advanced Search” next to the central search field, you can enter keywords in defined categories, e.g. person/institution, title, topic etc.
- Older holdings not yet recorded in the electronic catalogue can be searched via the button  /Special Request/ [Authors catalogue up to 1931](#) and subsequently ordered via online form.

Results list

By default, results are **sorted** according to “relevance”, i.e. how often the search term occurs within a document in total (in the title, the topic, the description, the full text itself).

You can, however, also sort according to title, person/institution, or creation date.

Availability of a found medium is indicated directly in the results list. It is also displayed whether an online version is available for immediate access.

In the **full title display** (click on the title), you can find details on the result and, after login, information on the lending conditions for physical items. For electronic items, the link to the full text (where available) is included here.

You can add search results to your **Saved records** by clicking on the pin icon in the full title display as well as in the overview display.

Request/reserve items

Requesting or reserving a title is only possible when logged in.

In order to **request** an item, click the red button “Request/Reservation” in the section “Locations” of the full title display. Then select the desired pickup location from the list (provided there is more than one location). As soon as the book is ready for pickup, you are notified via e-mail.

Note that only books from closed stacks (i.e. inaccessible to the public) can be requested online. If a title is marked **“Open Shelf”** in u:search, you can take it from the shelf at the library yourself. (Only at a few locations these items, too, can be ordered online and picked up from the information desk after e-mail notification.)

In case the item you want to borrow is currently unavailable, you can **reserve** it for use in the same manner, regardless whether the item is part of the open shelves or closed stacks. As soon as the book is returned, it will be made available for you and you will receive an e-mail notification when it is ready for pickup.

My Area

My account

... offers an overview of all your account information: active loans, requests/reservations, fines and fees, blocked functions and messages, personal details and settings.

Here you can also **renew** active loans.

Saved records

... contains titles you have marked in a result list by means of the pin icon. From here, title data can be printed, categorized with labels, sent via e-mail or exported to literature management software (EndNote, Citavi, etc.).

Note: You can add titles from your search result list to the saved records without login to u:search. However, this information will only be available for the duration of the current session.

Search enquiries

... are automatically saved in your search history. You can save the result lists of individual search enquiries and activate automatic alerts for new hits.

E-ressources – u:access

Licensed e-ressources are available to members of the University of Vienna (students and staff) worldwide at any time after login via the authentication service **u:access**.

All other users can access these resources at special research computers at the library premises, or with their own mobile device (through connection to the Vienna University's Wi-Fi; a u:account is required for Wi-Fi access).

If you are a member of Vienna University, you are automatically logged in to u:access when logging into u:search. It is advisable to set a bookmark in order to add u:access subsequently to an already retrieved licensed resource.

bibliothek.univie.ac.at/en/uaccess.html