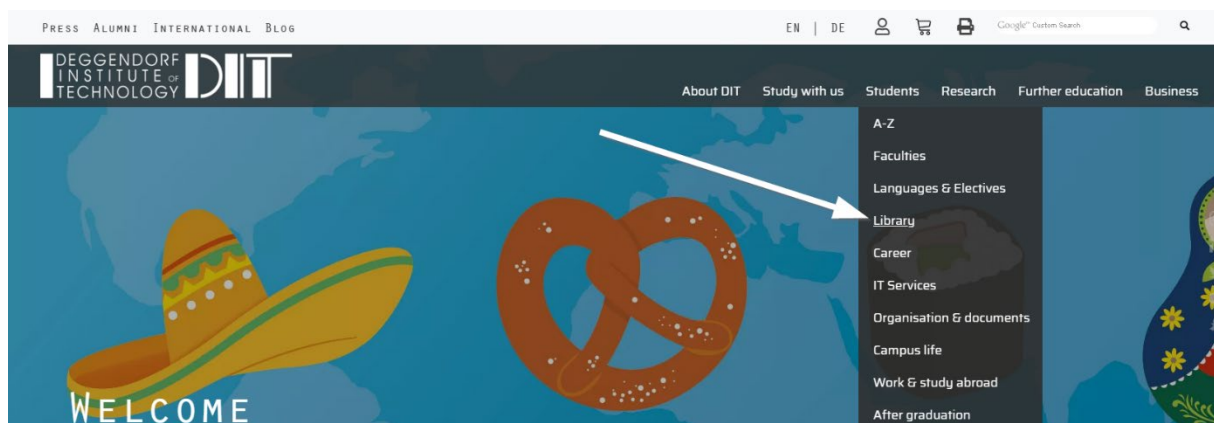


# INFORMATION ABOUT OPAC AND THE ONLINE ACCOUNT FOR THE UNIVERSITY LIBRARY DEGGENDORF

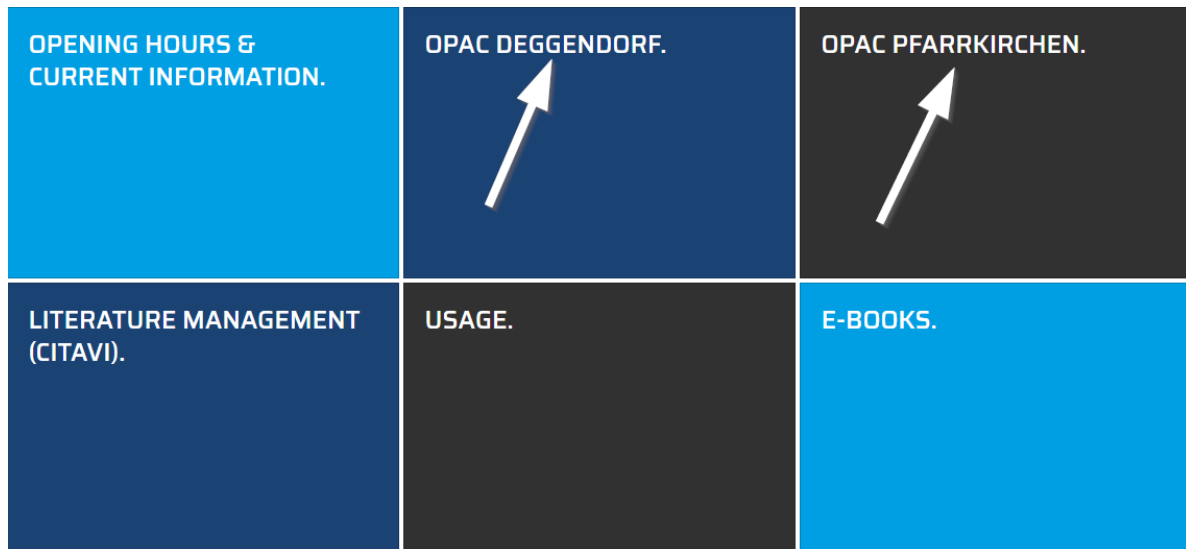
- 1. Registration**
- 2. Change password and personal data**
- 3. Enter your e-mail addresses**
- 4. Account balance and renewal**
- 5. Reservation**
- 6. Order**
- 7. Lending from the reading room**
- 8. Questions about the library**

## **1. Registration**

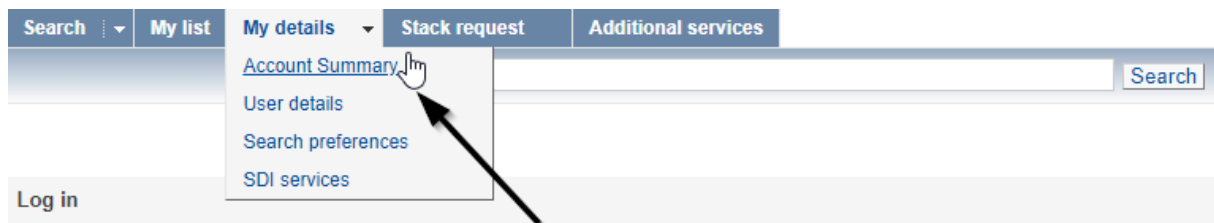
Select "Library", under "Students" on the DIT Website [www.th-deg.de/en](http://www.th-deg.de/en).



Depending on your location you either choose OPAC Deggendorf or OPAC Pfarrkirchen.



Choose "Account Summary" under "My details":



Please enter your user number and your password and remember to log off when you leave Touchpoint.  
If you do not have a user number yet, click on [Self-registration](#)

User Number

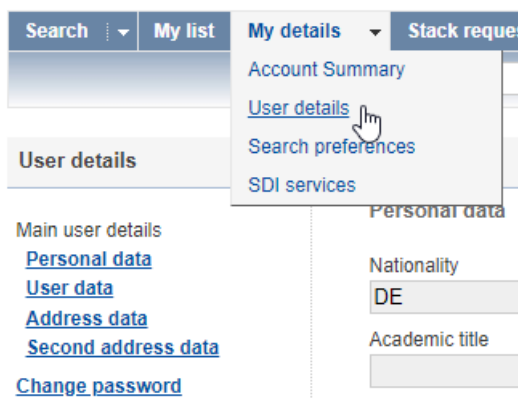
Password

[Back](#) [Forgot password?](#) [Log in](#)

- The user number always has 11 digits. Please add 0230 to the chip card number for a seven-digit card number or 02300 for a six-digit card number, e.g. 02301234567
- Password = has been assigned by yourself; if you have forgotten your password, please use the "Forgot password?" button.

## **2. Change password and personal data**

The password can be changed under "My details", "User details". Please also enter any change of address there immediately.

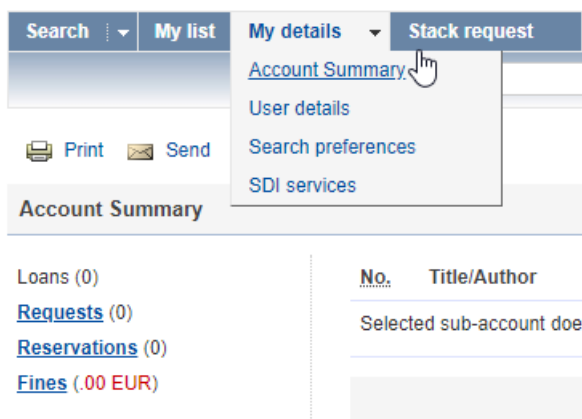


### **3. E-Mail Addresses**

Please also enter the e-mail address under “User details”. You will then receive various notifications via e-mail, including a free reminder before the end of the loan period.

### **4. Account balance and renewal**

An overview of borrowed, ordered and reserved media as well as open fees can be found under “My details” and “Account summary”:





Here you can check whether an **extension** is possible for the borrowed books. Every book that is not otherwise reserved can be extended up to two times for the same period. However, an extension is only possible 3 days before the deadline.


Alternatively, the extension can be carried out at the self check-in desk.


Renewal by e-mail or fax is not possible.

### **5. Reservation**

It is possible to reserve a book if the desired one is borrowed already. Follow the link “borrowed until...” or select “order/availability” and then the link “reserve”, finish with the button “confirm”.



77  [Religion and society in Central and Eastern Eu](#)  
Bestellung/Verfügbarkeit  



78  [Culture and customs of Germany](#)  
Bernstein, Eckhard . - 2004  
00/MS 1204 B531  
[entliehen bis: 02.11.2017 \(Vormerkungen: 0\)](#)  
Bestellung/Verfügbarkeit  



79  [A business guide to EU enlargement : trade ar](#)  
Europe and the accession states

## **6. Order**

Media from the Magazin of the main library or in the library in Pfarrkirchen can be ordered via the catalogue. Here too, the order must be confirmed at the end. Books that have been reserved or ordered will be available for you to pick up at the counter for 5 working days.

41  [Statistics for business and economics](#)  
Newbold, Paul . - [2020]  


42  [Business statistics : a first course](#)  
Levine, David M. . - [2020] © 2020  
40/QH 240 L665(8)  
[for order](#)  
[» additional copies available](#)

43  [Business psychology and organizational behaviour](#)  
McKenna, Eugene F. . - 2020  
00/QP 342 M478(6)  
available  
[» additional copies available](#)

## **7. Lending from the reading room**

Media can be borrowed via the self-check-in terminals in the entrance area of the library. Please read the instructions on the screen for the first time you're ordering a book and **check the condition of the books before borrowing them! Present damaged, dirty books or media with paintwork to the staff at the counter first.**

## **8. Questions about the library**

For all special questions and problems, we offer a mail enquiry service on the OPAC start page.

