

Art and Design Library Vademecum

English version

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HSLU
swisscovery **RZS**

<https://rzs-hslu.swisscovery.org>

swisscovery Help Page: <https://swisscovery.help/en/>

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1. Preface

The Art and Design Library contains some 35,000 pieces of print media and provides access to all relevant digital resources. We offer competent advice for successful navigation.

The Library of the Lucerne School of Art and Design is open to the public.

It is located at Nylsuisseplatz 1 in Emmenbrücke, on the ground floor.

- **Contact (subject to change)**

Phone: +41 41 248 64 90

Email: bibliothek.design-kunst@hslu.ch

Website: <https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/>

- **Opening hours**

Monday - Friday, from 9 a.m. to 5 p.m. (info desk occupied)

Students and HSLU members also have access outside of the staffed opening hours with the HSLU card (7/24).

- **Quick access to useful library links**

- Search portal swisscovery RZS – HSLU (of the Central Switzerland region):

- https://rzs.swisscovery.org/discovery/search?vid=41SLSP_RZS:VU06&lang=en

- Overview of HSLU libraries: <https://www.hslu.ch/en/lucerne-university-of-applied-sciences-and-arts/campus/libraries/>

- ZHB Luzern: <https://www.zhbluzern.ch/en/home>

- RZSinfo: <https://www.rzsinfo.ch/home> (in German)

- **New entries**

<https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/>

See grey box NEW ENTRIES (current month, last 3 months)!

- **New media in our library**

Suggestion for acquisition(s): <https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/bibliothek-anschaffungsvorschlag/>

2. Request & borrow

- **Registration**

ZHB Luzern: <https://www.zhbluzern.ch/en/services/request-borrow#WzExNzU2XQ==>

Register for SLSP: <https://registration.slsp.ch/?iz=rzs>

- **SLSP at a glance**

Swiss Library Service Platform (SLSP) is a service provider for libraries and collaborates with them to run the national library platform swisscovery.

The swisscovery platform brings together scientific resources from a current total of 490 libraries in Switzerland, making information easily accessible and simple to find.

On behalf of the libraries, SLSP invoices services provided by the libraries to swisscovery users.

Find out more about SLSP: <https://slsp.ch/en/about>

- **HSLU-Card – one card, multiple features**

HSLU-Cards are issued to members of staff of the Lucerne University of Applied Sciences and Arts for the duration of their employment, and to bachelor's and master's degree students as well as participants in DAS, CAS and MAS programmes for the duration of their studies. It acts as an employee badge or as a student ID. You can charge your HSLU-Card with credit and use it with the photocopy machines and in some of the canteens of both the Lucerne University of Applied Sciences and Arts and the University of Lucerne.

Link: <https://www.hslu.ch/en/lucerne-university-of-applied-sciences-and-arts/campus/infrastructure/hslu-card/>

Library card management and settings: <https://registration.slsp.ch/library-card/?lang=en>

- **My user account /swisscovery-Login**

Overview: account, loans, requests, fees, personal details.

- Sign in > Login using: SWITCH edu-ID

- Choose “My account”

Link: https://rzs.swisscovery.slsp.ch/discovery/login?vid=41SLSP_RZS:VU15&lang=en

- **Change address**

You can update your information at SWITCH edu-ID at any time: <https://eduid.ch>

- **swisscovery-Login for DiBiZentral & Co. (in German)**

E-books, audio books, films, magazines and daily newspapers: From August 24, 2021, the swisscovery login will also apply to the DiBiZentral/Onleihe, OverDrive and Filmfreund platforms: <https://www.zhbluzern.ch/home/swisscovery-login-neu-auch-fuer-dibizentral-co-2339>

3. Network

- **Wi-Fi**

The various campuses of the Lucerne University of Applied Sciences and Arts and the University of Teacher Education Lucerne all have an extensive Wi-Fi network. It is designed for everyday use and unequipped for bandwidth-intensive or time-critical applications: <https://www.hslu.ch/en/servicedesk/anleitungen/netzwerk/>

- **Public Network with SMS Login**

Guests (without a user account) may connect their personal device (computer, mobile phone, tablet, etc.) with the internet from the university network via SMS login. This connection is valid for 30 days maximum and requires the authentication of the guest's mobile number.

- **VPN (Virtual Private Network)**

The VPN enables transparent access to all central data and services of the Lucerne University of Applied Sciences and Arts and the University of Teacher Education Lucerne via an encrypted connection. Persons with personal/non-institutional devices must first manually install the application necessary to establish a VPN, whereas the VPN software is pre-installed on institutional devices.

As soon as a VPN connection with the network of the Lucerne University of Applied Sciences and Arts has been established, the central network drives can be accessed. Please note: from 1 Mai 2019 onwards, connecting to VPN requires multi-factor authentication: <https://www.hslu.ch/en/servicedesk/anleitungen/security-tools/>

- **Eduroam**

The "eduroam" Wi-Fi network enables secure, world-wide internet access for the international research and university community. Students, researchers and employees of universities in the eduroam scheme have free internet access in all other universities participating in the network. Learn which universities participate in the eduroam scheme here: www.eduroam.org

4. swisscovery research portal

RZS = Region of Central Switzerland

- **The library research gateway ...**

- swisscovery RZS – HSLU
... for students and staff of HSLU:
<https://rzs-hslu.swisscovery.org> (on the top right: EN)
- swisscovery RZS – Zentralschweiz
... for the ZHB's public users and users of regional and special libraries of Central Switzerland:
<https://rzs.swisscovery.org> (on the top right: EN)
- swisscovery RZS – UNI/PH
... for students and staff of the University of Lucerne and the Universities of Teacher Education of Lucerne, Zug and Schwyz:
<https://rzs-uniph.swisscovery.org> (on the top right: EN)
- swisscovery Schweiz
The national platform that brings together scientific information from around 490 libraries in Switzerland: <https://swisscovery.slsp.ch> (on the top right: EN)

- **Tips & tricks**

- **Simple search/advanced search:** Books, articles and more...
- **Search criteria:** There are three basic Boolean search commands: AND, OR and NOT: <https://libguides.mit.edu/c.php?g=175963&p=1158594>
- **Tweak your results:** Filter on the left side

- **Quick-links**

- Catalogs: <https://www.zhbluzern.ch/en/research/catalogs#WzI4NjBd>
- International:
https://www.zhbluzern.ch/en/research/catalogs#WzI4NTMsMjg1NF0=
- List of libraries: <https://registration.slsp.ch/libraries/?lang=en>

5. Borrowing books Look here for more details: <https://swisscovery.help/en/#borrow>

- **Loan Periods**

28 days: regular items

14 days: items of the Law collection

Provided there are no reservations or outstanding charges, the loan period of 28 days is automatically renewed up to a total of 168 days (6 loan periods). After this, the loan period cannot be renewed and the item must be returned to the library. If no holds are placed on the item, you can borrow it again.

Items from the law collection: Provided there are no reservations or outstanding charges, the loan period of 14 days is automatically renewed up to a total of 84 days (6 loan periods). After this, the loan period cannot be renewed and the item must be returned to the library. If no holds are placed on the item, you can borrow it again. You can also extend the loan period of your borrowed items in your user account.

- **Fees**

Overdue items and fines

Please check the return dates for media you have borrowed and your address information (including e-mail) in your library account regularly. You can make changes to your personal details online in your SWITCH edu-ID account.

- Reminder: free of charge
(1st day after due date)
- First overdue notice: CHF 5 per item
(one week after reminder)
- Second overdue notice: an additional CHF 5 per item
(one week after first overdue notice)
- Third overdue notice: an additional CHF 10 per item
(one week after second overdue notice)

Usually the reminders will be delivered by e-mail. After the third overdue notice, your user account will be automatically blocked. The items will be considered lost after 14 days and can no longer be returned.

For your open library fees, you will receive a monthly e-mail invoice for the chargeable services of the penultimate month (i.e. in May for March) from the Swiss Library Service Platform (SLSP). If you do not pay the invoice, your account will be blocked.

If your user account is blocked, this means that you can no longer order, borrow, reserve or renew media. A block will be lifted after the media in question have **been returned or after the outstanding fees have been paid.**

6. E-Books

- **E-Books**

Full-text searchable e-books on art, design, film and other subject areas

The following links lead to the range of e-books available through the network of the Lucerne School of Art and Design: <https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/bibliotheken-katalog/ebooks/>

Our growing e-books collection – referenced in the Swisscovery search portal

E-Books collections: <https://www.zhbluzern.ch/en/research/e-media#WzlxOTcsNDE3NI0=>

- **Quick-Links**

- Overview ZHB: <https://www.zhbluzern.ch/en/research/e-media#WzlxOTdd>
- ZHB Public: <https://www.zhbluzern.ch/en/research/e-media#WzQ0ODVd>
- Open Access: <https://www.zhbluzern.ch/en/research/e-media#Wzk3OF0=>
- Contact & Support (in German): <https://www.hslu.ch/de-ch/hochschule-luzern/campus/bibliotheken/e-medien/>

7. Journals and papers

- **Journal search of the Region of Central Switzerland (RZS)**

https://slsp-rzs.primo.exlibrisgroup.com/discovery/jsearch?vid=41SLSP_RZS:VU06&lang=en

- **Magazines and journals Digital and print magazines and journals by title and discipline**

<https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/bibliotheken-katalog/zeitschriften/>

- **E-papers**

The network of the Lucerne University of Applied Sciences and Arts provides access to a range of e-papers: <https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/bibliotheken-katalog/e-zeitungen/>

- **Swissdox**

The Swissdox media portal offers access to around 280 national and regional newspapers and magazines in the Swiss press landscape, most of which are updated daily. Swissdox in the Lucerne University of Applied Sciences and Arts database information system:

https://dbis.ur.de/dbinfo/detail.php?bib_id=hslu&colors=&ocolors=&lett=fs&tid=0&titel_id=103168

- **Quick-Links**

- E-Journals, ZHB: <https://www.zhbluzern.ch/en/research/e-media#WzlxOTcsNDE4MF0=>
- E-Papers, ZHB: <https://www.zhbluzern.ch/en/research/e-media#WzlxOTcsMTE2MjBd>

8. Databases

- **Databases: Image, film, others**

In the network of the Lucerne University of Applied Sciences and Arts, you have access to a range of databases, archives and online encyclopaedias:

<https://www.hslu.ch/en/lucerne-school-of-art-and-design/about-us/art-and-design-library/bibliotheken-katalog/datenbanken/>

- **MIZ Video online (nanoo.tv) Collection**

https://slsp-zhdk.primo.exlibrisgroup.com/discovery/collectionDiscovery?vid=41SLSP_ZHK:ZHDK&inst=41SLSP_ZHK&collectionId=8128198600005512&lang=en

Access for HSLU members via SWITCHaai.

- **Datenbank-Infosystem (DBIS)**

https://dbis.ur.de/dbinfo/fachliste.php?bib_id=hslu (in German)

9. Tips & Tricks

- **Video-Tutorials ZHB Luzern**

<https://www.rzsinfo.ch/recherche/rechercheportal#WzExMDM5XQ==/>