Library catalog

The library catalog lists the complete media inventory of the **libraries of the University of Applied Sciences Hof** and of the Library of the University of Applied Sciences for Public Administration in Bavaria (HföD) such as partial stocks of the City Archives.
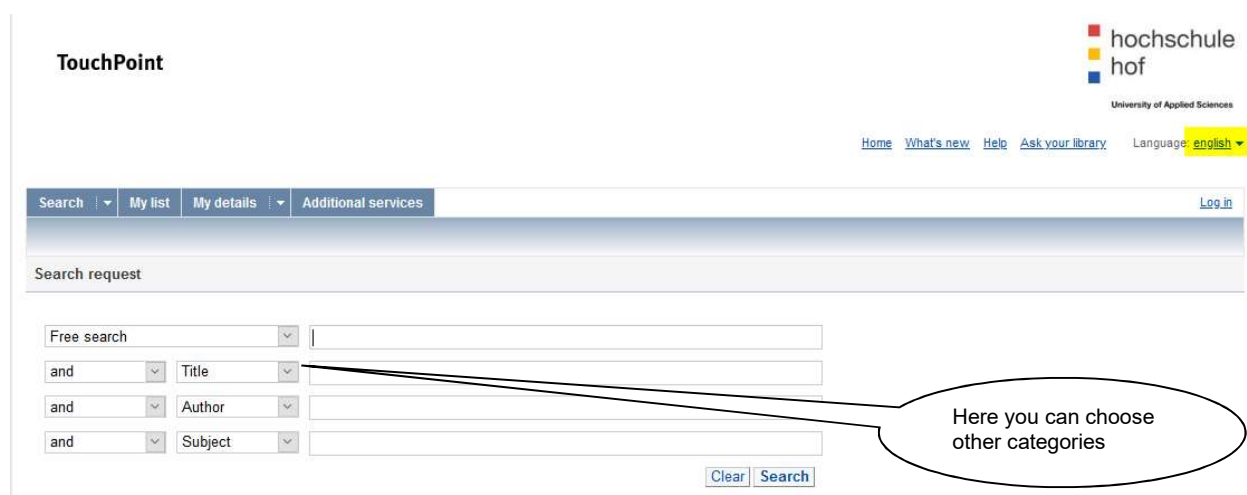You can also use all functions of the library catalog from outside the library via Internet:
[TouchPoint der Hochschule Hof und HföD Hof / Stadtarchiv Hof (bib-bvb.de)](#)
You can change the language to English.

Search Request
The advanced search with preset search categories is preset.

The following search fields are available:

Free Search: All fields are searched for the entered search words

Title: Every word from the title and subtitle is searchable

Author: Here you can search for the surname or the first and last name of an author, publisher or similar. Please do not shorten names.

Subject: Subject headings are standardized terms (usually in German) which describe the content of a medium

ISBN: Please enter the exact ISBN (for magazines ISSN).

Institution: Institutions are corporations (societies, clubs, associations, companies, authorities, conferences, etc.).

Search the library catalog

Beginning of Title: The title must be entered in the correct form.

Publisher: Publisher names should only be entered to narrow down other search terms.

Year: This search field works well for narrowing down search results. You can search for a specific year of publication or for time segments.

Shelfmark: Please pay attention to an exact spelling, especially to the spaces. Truncate with one ***** at the end.

example:	100/QP 320 M849*	
result:	100/QP 320 M849	(1. edition 2001)
	100/QP 320 M849(2)	(2. edition 2003)

Classification: The notation is part of the signature (e.g. QP 650) and specifies the position in encrypted form, under which all media are on a certain topic.
For example: QP 361 (Here you will find all media on the subject of "Controlling")

Narrow the search: Below the part with the search fields you have the possibility to **limit the search**

- branches (HB Hof / HföDB / Stadtarchiv Hof / TB Münchberg)
- publication type e.g. E-Book, Zeitschrift (=journal)
- year
- Language (german, english)

General research tips:

- No distinction is made between upper and lower case.

- **Truncation**

  * replaces one or more letters
  (Example: Personal* you find also „Personalization", „Personalplanung"....)

  ? replaces exactly one letter (Example: Ma?er - you find „Maier" und „Mayer")

Research examples

You are looking for a <u>specific book</u> whose title and author you know:
        Search field **Title**: some words of the title
        Search field **Author**: The name of the author
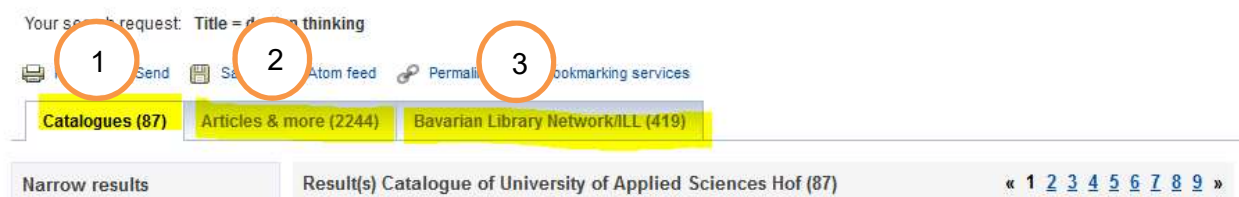
You are looking for a <u>specific topic</u>:
        Use Search field **Subject** to search for your topic

You are looking for a <u>journal</u>:
        Search field **Title** and narrow the search in the field **Publication type**.

Result list

After the search, the result list appears, which is divided into 3 areas:

① Catalog of the University of Applied Sciences Hof

If you obtain more than one hit, the results are first displayed in a result overview.
Here you will find the most important information: author, title, year of publication, shelfmark.

The following symbols can appear in front of the individual titles:

single book   multi-volume work (You will find special information on the single volume)

ebook   ejournal   CD/CD-ROM

By clicking on the title you get the full display, which offers you detailed title information, as well as all existing copies.
If a copy is borrowed, the end of the loan period will be displayed. It is possible to make a reservation if there is no loanable copy available (see reservation)

Holdings	Get document	More title information

Shelfmark	Status Footnotes	Branch / Department	Item number	QR-Code
180/QP 600 M495(9)+2 Lesesaal HB Hof	available	HB Hof / Lesesaal	025000133565	
180/QP 600 M495(9)+1 Lesesaal HB Hof	available	HB Hof / Lesesaal	025000133576	
180/QP 600 M495(9)+3 Lesesaal HB Hof	on loan until: 03.06.2020 (reservations: 0)	HB Hof / Lesesaal	025000133587	

If your search query resulted in too many hits, you can narrow the search (topic, year, language …)

Catalogues (95)	Articles & more (2270)	Bavarian Library Network/ILL (597)

Narrow results

Result(s) Catalogue of University of Applied Sciences Hof (95) « 1 2 3 4 5 6 7 8 9 »

▼ Matter
Wirtschaftswissensch... (85)
Keine Angabe (10)
Allgemeines (3)
Sport (3)
Geographie (2)
Display more …

▼ Subject
Marketing (39)
Markenpolitik (18)
Dienstleistung (14)
Management (13)
Betriebswirtschaftsl... (7)
Display more …

▼ Year
<=1997 (6)
1998 - 2003 (28)
2004 - 2009 (33)
>=2010 (28)

▼ Language
German (93)
English (6)

Select titles: all | none   Save in: Temporary list   Save   Sorting order: Relevance   Sort   max. number of results: 10   Show

☐ 1 **Marktorientierte Führung im wirtschaftlichen und gesellschaftlichen Wandel : Prof. Dr. Dr. h.c. mult. Heribert Meffert zum 70. Geburtstag**
Bruhn, Manfred . - 2007
Full text

☐ 2 **Erfolgreich mit den Großen des Marketings**
Meffert, Heribert . - 2009
100/QP 600 M495 E6
available

☐ 3 **Marketing-Arbeitsbuch : Aufgaben, Fallstudien, Lösungen**
Meffert, Heribert . - 2003
180/QP 600 M495 A6(9)
available

☐ 4 **Marketing : Grundlagen marktorientierter Unternehmensführung ; Konzepte, Instrumente, Praxisbeispiele ; mit neuer Fallstudie VW Golf**
Meffert, Heribert . - 2000
180/QP 600 M495(9)+1
available

Output of research results

To print or save research results, place the desired title in the Temporary list. In the link **My list** (top menu bar) you can see the selected hits. You can print your list, save it under a specific name or send it by email.
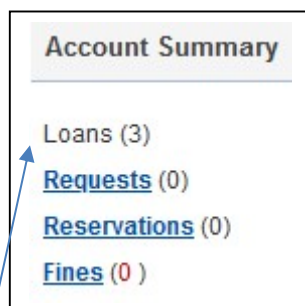
Loan functions

In order to protect your library account from unauthorized access, access is secured by an identifier (= user number) and a password.
User number: 11-digit number (Bibliotheksnummer) on your CampusCard
Password: the last 6 digits of your user number (please change!)

- **My details – User details**
  You can change your password and your address

- **My details - Account Summary**

Here you have an overview of all your account activities (loans, requests, reservations).

- **Renewals**

In **Loans** you have a list of your currently borrowed media with the loan period. You can extend the loan period of the due titles here.

  Please note:
- Renewals are possible only from 4 days before the loan period expires. (Only two renewals are possible).
- Media that have already been reserved by other users cannot be renewed.
- If a reservation from another user has been made, media can be reclaimed at any time during the extension period.

- **Reservations**

If the medium you need has been borrowed, you can go to the tab **Get document** to order the medium

You get an email when you can pick up the ordered medium in the library.

- **Ordering media from the other library Münchberg / Hof**

It is possible to order media from the other branch.
Depending on which branch you are registered in, the status of the media from the other library is **for order.** The ordered title will be delivered to your branch.

2 **Articles & more**

Essays, conference contributions and other media with full text or as bibliographical evidence are displayed here.
For some results, you can call up the article directly using the full text button (note: this is not always a licensed full text).
The result list does not contain all available electronic offers -> please use our database offer for this

3 **Bavarian Library Network / ILL** (Interlibrary loan)

The result list for your query for all academic libraries in Bavaria is displayed here.
Please refer the flyer **Interlibrary loan.**