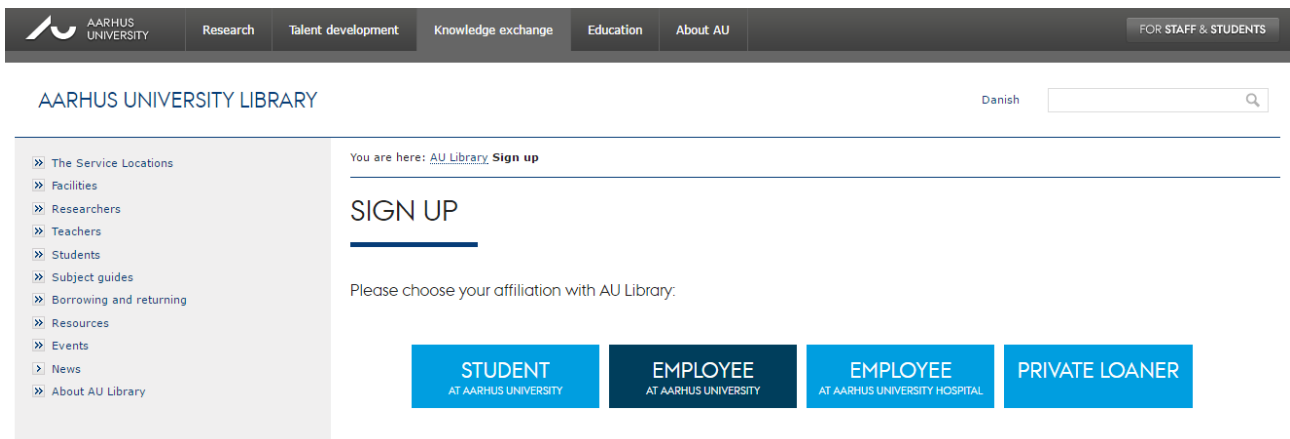


If you want an to borrow books from the libraries at the university but don't have an account yet go to <http://library.au.dk/en/sign-up/> .



The screenshot shows the Aarhus University Library website. At the top, there is a navigation bar with the Aarhus University logo and menu items: Research, Talent development, Knowledge exchange, Education, and About AU. A button for 'FOR STAFF & STUDENTS' is on the right. Below the navigation bar, the page title 'AARHUS UNIVERSITY LIBRARY' is on the left, and a search bar with 'Danish' and a magnifying glass icon is on the right. A breadcrumb trail reads 'You are here: AU Library Sign up'. The main heading is 'SIGN UP'. Below this, it says 'Please choose your affiliation with AU Library:'. There are four buttons: 'STUDENT AT AARHUS UNIVERSITY' (light blue), 'EMPLOYEE AT AARHUS UNIVERSITY' (dark blue), 'EMPLOYEE AT AARHUS UNIVERSITY HOSPITAL' (medium blue), and 'PRIVATE LOANER' (light blue). A left sidebar contains a list of links: The Service Locations, Facilities, Researchers, Teachers, Students, Subject guides, Borrowing and returning, Resources, Events, News, and About AU Library.

Click on the 'EMPLOYEE at Aarhus University' button and follow the steps.

If you don't have a Danish CPR-number please contact a service centre at your local library to get a loaners card.

AU Library, Moesgård:

The library is divided into different fields:

- Prehistoric archaeology (green labels).
- Medieval and renaissance archaeology (white labels).
- Anthropology (yellow labels).

It is possible to find your material on your own on this library.

Library material from each field is organized in different categories and most of it can be borrowed for a month at a time.

AU Library, State and University Library:

The library has materials from almost every field.

Material from this library has to be ordered (no self-service).

To see other service locations go to: <http://library.au.dk/en/aarhusuniversitylibraries/> .

**Borrowing library materials from the Moesgaard Library:**

Find the material and bring it to the self-service desk.

Pick 'Loan' on the screen, scan your Library card and enter your PIN.

Place all the material on the desk within the rectangular marking (it'll scan all the books within this area).

Finish with or without a receipt.

**Borrowing materials from the State and University library:**

Go to [www.library.au.dk](http://www.library.au.dk).

Search the database for the needed material.

Order the material for delivery at a library of your choice.

When the material is ready for pick up you'll receive a message with a number telling where to find it.

Go to the library and find the material at the designated area.

Take the material to the self-service desk and pick 'Loan' on the screen.

Scan your Library card and enter your PIN (a message about ordered material will show on the screen).

Place all the material on the desk within the rectangular marking (it'll scan all the books within this area).

Finish with or without a receipt.

**Borrowing materials from other university libraries:**

2 different options:

- The same as the Moesgaard library.
- The same as the state and university library.