

## Hochschulinformations- und Bibliotheksservice

### **Information for students with disabilities or chronic illnesses regarding the terms of use for the campus libraries of the University Information and Library Service at HAW Hamburg**

The University Information and Library Service (HIBS) at Hamburg University of Applied Sciences is committed to helping ensure that students with disabilities or chronic illnesses have equal opportunities to study. For this reason, the following arrangements have been put in place:

Students with a disability or chronic illness may be assigned the 'Special Status' user type instead of the 'Student' user type.

- This type of usage is arranged on an individual basis: either with significantly extended loan periods, or with a loan period defined separately for each individual loan. The fee and late return policies set out in the relevant terms of use, as well as renewal options, remain unchanged. Where there is good reason, the loan period or renewal options may be adjusted by individual arrangement; this does not apply to self-service via the HAW catalogue.
- Where necessary due to disability or illness, extended loan periods are generally also available for so-called short-term loans of reference materials.
- Students with a disability or chronic illness may, upon consultation, borrow items from the reference collection that are not normally available for loan. This applies in particular to students who can only read books with the aid of assistive technology, as well as to students for whom the library in question is not accessible.
- If necessary due to a disability or illness, you can renew books by telephone during opening hours. You can find the relevant contact details and opening hours on our website under ['Opening Hours and Locations'](#).
- Students with a disability or chronic illness may apply for an extended loan period for reserved items. If needed, this can also be arranged retrospectively by phone. Students with a disability or chronic illness who wish to retain their 'Student' user status may arrange for longer loan periods for individual items, as well as other terms and conditions mentioned above.

If required, students with disabilities or chronic illnesses can receive assistance from library staff, for example, with retrieving books from the shelves or

obtaining information by telephone regarding the availability of literature.

If, due to a disability or illness, you require assistance other than that described above, please discuss this with the staff at your campus library or contact the relevant campus library via [contact form](#).

If you have any further questions, suggestions or feedback regarding the terms of use for the HIBS campus libraries, please contact [HIBS\\_Service@haw-hamburg.de](mailto:HIBS_Service@haw-hamburg.de).

For further contact details and advice on the topic of 'Studying with a disability or chronic illness', please visit the HAW Hamburg website at <https://www.haw-hamburg.de/en/inclusion/>

### **Accessible (PC) workstations**

At the **Campus Library Alexanderstraße** (Alexanderstraße 1, 20099 Hamburg, Building A, entrance to Room 1.01), accessible computer workstations with height-adjustable desks are available for students with disabilities in Room 1.11.

You can collect the key from the front desk. You will need to present your chip card or library card. Please contact:

Meike Butenob

Advice and projects addressing the needs of students with disabilities or chronic illnesses (Research Assistant to the Disability Officer)

Phone: [+49 428757220](tel:+49428757220)

E-Mail: [meike.butenob \(at\) haw-hamburg \(dot\) de](mailto:meike.butenob@haw-hamburg.de)

In addition, there is a room on the ground floor of the **Campus Library Bergedorf** that is primarily intended for students with disabilities. This room is not locked and cannot be reserved. It is equipped with a height-adjustable table, a table top extension and a reading aid.

You can find the current opening hours of the campus libraries on our website under '[Opening Hours and Locations](#)'.

Stand: 04/2026