



Survival Kit

Library FHNW Olten

www.fhnw.ch/library-olten

Library FHNW

Everything you must know



Registration



- Register your Switch edu-ID for the library
- Use your FH-card as library card



swisscovery

Here you can research and order media from the FHNW library and other 500 Swiss universities libraries



VPN



VPN is required to use electronic media (e-books, databases etc.)

activate VPN before your research

Opening Hours Library Olten



24/7 with FH-card
Support: Mon-Fri 8 am -5 pm /
Sat 9 am -12 pm



Support

More information about the library & services

- www.fhnw.ch/fhnw-library
- bibliothek.oltten@fhnw.ch
- On site

Borrow on site

Note the shelfmark and pick the book from the shelf. Get inspired by other books on the shelf. Advantage: fast and 24/7 access

Order

Pickup on site

Order books with "Loan"-button. Advantage: fast (1-2 h) & sustainable (no transport)

Further request options

Choose Olten as pick-up location and get books delivered by hitting the "Request"-button. Advantage: Order books from other libraries.

Pick-up

Go to the pick-up shelf (you'll find your orders among the last 3 numbers from your phone number) and check your books out at the self-check

wait until pick-up notification

Loan period

Most books have a loan period of 28 days, the period will be renewed up to 5 months (max. loan period 6 months), unless there is no reservation. For more information and notification check your mail account (also spam!)

Library account

Keep your personal data up to date. All necessary information are in your library account.



All FHNW libraries at a glance

Research

Everything you must know

Preparation

Read up on the subject
Formulate the question
Define search and key terms

important step

Research tools

swisscovery

for books, journals, e-books,
and e-journals

Databases

for articles and latest research

AI Tools

For research &
academic writing



activate VPN before using
e-media and databases

During your research

Support

Term table and research protocol

Literature management

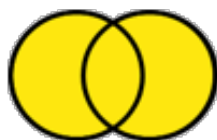
Zotero

Literature assessment

CRAAP-Test



Kaffee AND Kuchen



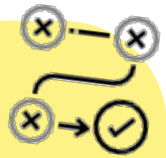
Kaffee OR Café

Approach

Trial & Error

Enter search terms and combinations,
refine with filters. Pro: flexible search.

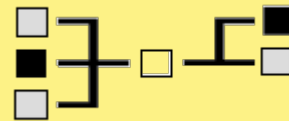
Con: too many results



Citation Chasing

Search the references for more authors
and search terms (backward). Search for
literature that cites the existing source
(forward). Pro: high relevance. Con:

source bubble



Building Blocks

Divide the topic into subtopics. Define
search terms for each topic block and
combine them with Boolean Operators.

Pro: Precise results and high relevance

Pro hacks

Truncation

Asterisk at the end of a term.
Finds the term with different ending
E.g.: Psycholog* -> Psychology,
psychologic, psychologist



Phrasal Search

Put the terms in quotes – searches
for the entered word combination

E.g. "Social Work"



Boolean Operators (AND/OR)

Combine search terms with AND/OR.
AND both terms occur in the results. OR
one or both terms occur in the search.



OR is suitable for synonyms

Events



Social Media



This work is licensed under a Creative Commons
Attribution 4.0 International License.

May 2025
Subject to changes and amendments.

Fachhochschule Nordwestschweiz FHNW
Campus Olten Library
Von Roll-Strasse 10
4600 Olten
e-mail: bibliothek.oltten@fhnw.ch
phone: 062 957 20 50
web: www.fhnw.ch/library-olten