



The Didactic Centre is the cantonal lending centre for the purpose of borrowing and lending educational media as well as specialist literature on didactics and pedagogy. The media library is open and available to all educators who work or reside in the canton of Zug as well as for students of the University of Education.

Media offer and utilisation

Our media offer

We offer a large variety of teaching aids and teaching materials for planning and designing lessons. Our product range consists of around 25,000 media items for all grade levels of compulsory schooling. It includes a vast amount of non-fiction books, media packages, models, educational games, hand puppets and kamishibais.

All media are listed in the online catalogue.

Class reading from Bibliomedia

The Didactic Centre's collection also includes media from the Centre for Class Reading. These are available in the online catalogue and can be borrowed regularly.

To order class sets, please contact the Bibliomedia Foundation in Solothurn. Their reading promotion programs are also available to Zug teachers free of charge.

Registration

To borrow media items from the Didactic Centre, you will have to register free of charge via the registration form. By receiving the library card you accept our rules and regulations.

Your data

Certain data is collected for registration at the Didactic Centre. Further details can be found in our privacy policy.

In order to ensure a smooth lending operation, we ask you to report any changes to your contact details immediately via e-mail (bibliothek.dz@zg.ch).

Your user account

After registration, we will open a library account for you. To log in you will need:

- the ID number = twelve-digit number on ID
- the password = first two letters of your surname and first two letters of your first name

Media search and media lending

Media search

All our media are listed in the online catalogue. Using the search and filter function, you can easily find your desired media.

The watch list is an additional function in the online catalogue. It allows you to mark media that are of particular interest to you.

The Didactic Centre team will be happy to advise you on the selection of media.

Media Reservation

The selected media can be reserved in the online catalogue. To do this, you need to log in to your library account. If the media is already borrowed, a reservation will be made. Up to ten reservations are possible per library card.

As soon as your media is available, you will receive a message. We ask that you pick up the media within the specific time period.

There are two exceptions to media reservations:

- Media packages and models can only be reserved by email, telephone or on site. This is because we agree on an individual loan period with you.
- It is not possible to reserve media in the online catalogue for a specific date. However, we are happy to accept your wishes by email, telephone or on site.

Media lending

You can borrow up to 40 media items from the Didactic Centre. For further details, please refer to the rules of use.

Borrowing media is free of charge.

Media requests

We are always open to new ideas. We will be happy to accept your purchase proposal on site or via the form. We require the following information:

- Author
- Title
- Publisher
- Year of publication
- ISBN

We will inform you about our decision as soon as possible and reserve the purchased medium for you.

Media renewal and return

Loan period extension

You can extend the media loan period three times by two weeks each time. To do this, log in to your library account.

The extension is only possible for media items that are not already reserved.

Media return outside of opening hours

There is a box situated in front of the Didactic Centre for the purpose of returning media items. The building is open from Monday to Friday from 7.30 a.m. to 6 p.m. and on weekends during the same opening hours of the Museum of Prehistory.

Location, arrival and accessibility

Location

The Didactic Centre is located in Hofstrasse 15 in Zug (2nd floor).

You can reach us by bus (line 614 to the stop "Athene") or car (paid parking).

Accessibility

There is a lift available in our building at Hofstrasse 15 in Zug.

The bathrooms on the ground floor are wheelchair accessible.