

# Welcome to our library!



# Collection

- About 160.000 media units (books, theses, audio-visual media, etc.)
- About 30.000 e-books
- About 2000 journals (print & online)
- Several literature databases
- All media units are listed in the library's **online catalog OPAC**
- Approx. 85 % of the collection is for loan and can be accessed directly by the users.
- Other 15 % of the collection you only have access at the library: journals, DVDs & thesis (BA, MA, diploma) written by former students.



# shelf marks

The collection is organised in groups of scientific disciplines.

The shelf mark is a character sequence consisting of letters and numbers that forms the basis for shelving books and periodicals.

We don't have an extra shelf for English books you can find them along with their categories.

## Ground floor:

**A-** (general literature, scientific work, languages)  
to **Med-** (Medicine)

### First floor:

**P-** (Psychology)  
to **WI-** (Economics, Management)



### Reading room (first floor):

**HA-** (reserve shelf: a collection of selected literature for a certain class)

**LS-** journals (current volume, bound volumes from 2016 onwards)

**Repository:** ASH-theses, journals until 2015, repository books

# Reading room

## First floor: „reading room“

- „LS-“: bound volumes of journals from 2016 and onwards
- Latest editions of journals



# Equipment

- 1 self issue machine (ground floor)
- 1 self return machine (entrance of the university)
- 2 book scanner
- Small number of (computer-)workstations for longer research, printing and scanning
- 1 computer for scanning and printing (short-term use)
- In the entire university building you have free access to WIFI. Please ask the IT-Center how to install wifi on your personal devices.

# Using the library

- **current opening hours:**

**Lecture Period: Mon, Tue, Wed, Fri: 10.00 a.m. until 6.00 p.m.**

**Thu: 10.00 a.m. until 7 p.m.**

**Sat: 10.00 a.m. until 1.00 p.m.**

**Semester break: Mon, Tue, Wed, Fri: 10.00 a.m. until 4.00 p.m.**

**Thu: 10.00 a.m. until 6 p.m.**

**Sat: 10.00 a.m. until 1.00 p.m.**



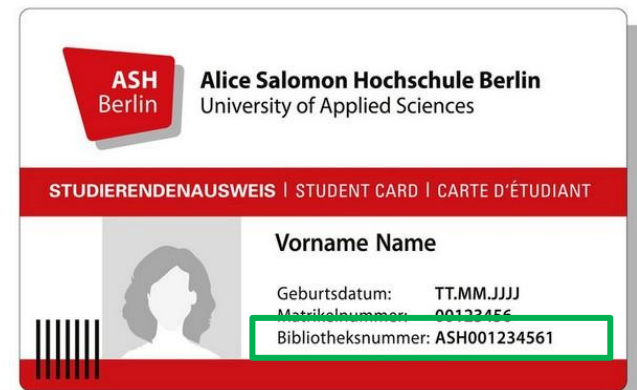
# Registration

If you want to borrow any media you will need a **library account** and the **ASH-Campuscard** (ASH students) resp. a **library card** (other members of the ASH) or a **guest card** (for external users)

## Using the Campuscard:

As an ASH student you will be able to borrow media from the library and access electronic resources remotely using your ASH-Campuscard, which will also serve as your library card.

Detailed information on how to use the Campuscard in the library can be found on the following slide as well as on the library's service page: [Campuscard](#)



# Registration

For registration please contact us within the library or send an email (not external users) to:  
[bibliothek@ash-berlin.eu](mailto:bibliothek@ash-berlin.eu).

students of the ASH	other members of the ASH	External users
<p><b>For ASH students who already have the ASH-Campuscard but are not registered in the library yet</b>, we will create a library account and activate the ASH-Campuscard for library use. Ask us on site or send an email to <a href="mailto:bibliothek@ash-berlin.eu">bibliothek@ash-berlin.eu</a> with the following information:</p> <ul style="list-style-type: none"><li>▪ Student ID Number</li><li>▪ address</li><li>▪ study program</li></ul> <p><b>ASH students who already have both the ASH-Campuscard and a library card</b> can have their library account converted to the ASH-Campuscard. The library card will be no longer valid and can be disposed of. Contact us within the library or send an email to <a href="mailto:bibliothek@ash-berlin.eu">bibliothek@ash-berlin.eu</a> with the following information:</p> <ul style="list-style-type: none"><li>▪ Student ID Number</li><li>▪ address</li><li>▪ study program</li></ul>	<p>At the moment, other members of the ASH still receive a conventional ASH library card. Ask us on site or send an email to <a href="mailto:bibliothek@ash-berlin.eu">bibliothek@ash-berlin.eu</a> with the following information:</p> <ul style="list-style-type: none"><li>▪ address</li><li>▪ date of birth</li><li>▪ proof of affiliation (if the person is not listed under persons A-Z on the ASH website)</li></ul> <p>We will create a library account for you.</p> <p>If you have a <b>Campuscard from another university</b>, you cannot use it in the ASH library.</p>	<p>External users receive a guest card. Please come to the library. We will create a library account for you.</p> <p>If you have a <b>Campuscard from another university</b>, you cannot use it in the ASH library.</p>



# Loan - modalities

In advance of your visit please research in the OPAC which books you need and make a note of the shelf marks. Please order media from the archive one day before your visit. You can borrow the books with your ASH-Campuscards resp. library card at our self issue machine.\*



\*Exception: People with special loan periods have to borrow books at the issue desk.

# Loan periods

- **Loan periods:** 20 working days (attendance-based study), 60 working days (part-time distance learning programme)
- **renewals:** twice (attendance-based study), once (part-time distance learning programme) \*
- **People with severe disabilities** have a loan period of 6 months.

\* in case, there is not a reservation for one of your borrowed items already. Afterward, the items must be brought back to the library.

# Renewals

- Three days before the end of the loan period you will receive a reminder by e-mail. If the e-mail we sent either got lost or you didn't receive it, you are not entitled to reject the fees. Please check your OPAC-account regularly for your loan periods.
- Late return fee: 0,20 € per item per day one day
- Currently you can pay your fees **only by bank transfer**.

# Renewals

- Renewals are **only possible through your OPAC-account**.
- Log into your OPAC-account. You will need:
  - **Library number** (if you have the ASH-Campuscard: number on the front)  
(if you have the conventional library card: number on the back)
  - **Password** (preset: your date of birth)

Search	My list	Account	Additional services
Basic search	Advanced search		



## Log on

Please enter your library number and your password and remember to log off when you leave the OPAC.

Library Number

Password

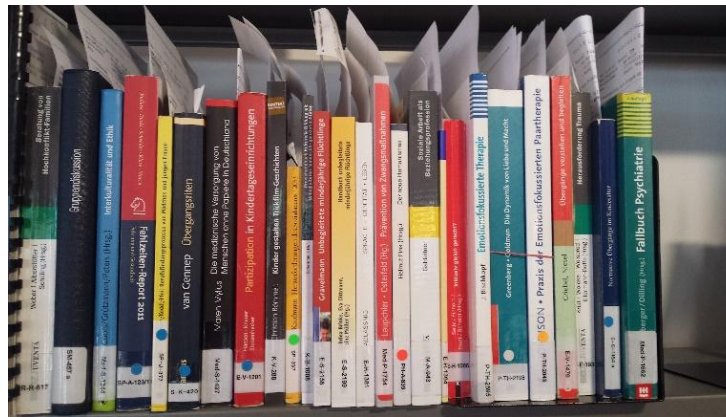
[Forgot your password?](#)

[Back](#)

[Log on](#)

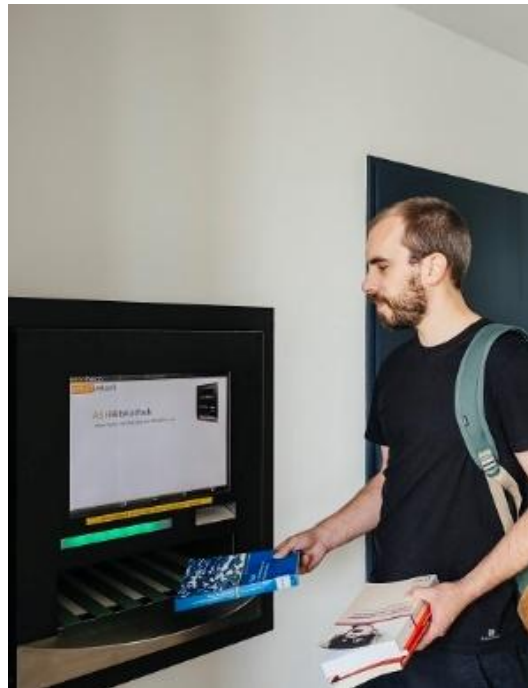
# Reservation

- You can request items that are out on loan using your OPAC-account. The service fee for reservations is 0,50 € per item.
- You will receive an e-mail once your requested item has been returned to the library. The requested items have to be picked up at the loan desk within the next 10 working days.
- Please book an appointment for picking up the books.



# Return of books

Books can currently only be returned **at the self return machine** in the entrance area of the university (across from the porter) or **by post**.





# Online offer

- **Online registration**
- **Online training courses**
- **Online research consultation  
for members of the ASH**
- **training material**



# E-resources - Digital Library

**E-Books:** electronic books

**E-Journals:** electronic journals

**Databases:** Evidence of various publications for one area of expertise

# Using e-resources outside the ASH: Remote Access

- You have free access to the OPAC from inside and outside the university network (whether you are a member of the university or not).
- Within the university network all users of the library can access the electronic resources (e-books, e-journals and databases). To access the electronic resources (including those you can search in the OPAC) from outside the university network, members of the university first log on to the [remote access](#). Afterwards you can choose the required e-resource. The remote access is only available for university members.
- The remote access is linked all over the library homepages.

# Remote access



Jump to:

Via remote access, **members of the university who are registered with the library** can use licensed e-books, e-journals and databases outside of the university network. Remote access is unfortunately not available to external users due to licensing reasons.

[Click here for remote access](#)



## Database search

Unlike the library catalogue (index of inventory), databases index literature or specialised information in a particular field of knowledge. They mainly refer to articles from journals, studies, essays from editorial works, conference reports, etc.

A second step is often necessary to search for the location of available required literature. A variety of databases index full texts (such as e-books and e-journals) as well as literature.

For members of the university, the content is also available outside of the university network. Please open the search pages via **remote access** and then choose the required e-resource.

This site will show you the databases you can access through the library:

## Fernzugriff der ASH Bibliothek

*(Instructions in English please see below)*

Mit dem Fernzugriff können **Angehörige der Hochschule, die in der Bibliothek angemeldet sind**, die lizenzierten E-Books, E-Journals und Datenbanken auch außerhalb des Hochschulnetzes nutzen. Externen Nutzer\_innen steht der Fernzugriff aus lizenrechtlichen Gründen leider nicht zur Verfügung.

**WICHTIG:** Melden Sie sich erst am Fernzugriff an und beginnen Sie dann auf der Folgeseite Ihre Literaturrecherche!

Bitte geben Sie Ihre Bibliotheksnummer und Ihr Passwort ein (siehe unten).

**Bibliotheksnummer:**

**Passwort:**

### Opening hours

Lecture period: Mon-Wed, Fri: 10am - 6pm, Thu: 10am - 7pm,  
Sat: 10am - 1 pm  
Semester break: Mon-Wed, Fri: 10am - 4pm, Thu: 10am - 6pm, Sat: 10am - 1 pm

### Acquisition request

Sending an acquisition request to the library click [here](#).

### Remote access

University members can use electronic resources outside of the college network:  
[Remote access](#)



# Remote Access

The remote access allows you to use e-books, e-journals without password protection and most databases at home.



## Fernzugriff der ASH Bibliothek

*(Instructions in English please see below)*

Mit dem Fernzugriff können **Angehörige der Hochschule, die in der Bibliothek angemeldet sind**, die lizenzierten E-Books, E-Journals und Datenbanken auch außerhalb des Hochschulnetzes nutzen. Externen Nutzer\_innen steht der Fernzugriff aus lizenzrechtlichen Gründen leider nicht zur Verfügung.

**WICHTIG:** Melden Sie sich erst am Fernzugriff an und beginnen Sie dann auf der Folgeseite Ihre Literaturrecherche!

Bitte geben Sie Ihre Bibliotheksnummer und Ihr Passwort ein (siehe unten).

**Bibliotheksnummer:**

**Passwort:**



Bibliotheksnummer = library number  
Passwort = password

**Library card:** Your library number is the number on the back of your card.  
Example: Library number 1533000001234

**ASH Campuscard:** If you have a ASH Campuscard, you will find the number on the front of your card.  
Example: Library number ASH001234560

**Attention:** Before you can use your ASH Campuscard you will have to [register at the library or, if you already have a library account, let us activate your card.](#)

**Password (library card and ASH Campuscard):** Your default password is your date of birth, written in the form DDMMYY.  
Example: Password 081297 if your date of birth is 8 December 1997

In the event of any other questions or problems, please feel free to get in touch with us: [Contacts](#)

# Remote Access

Please select the search tool that you wish to use below:

[Go to OPAC](#)

[Go to the e-books](#)

[Go to the e-journals](#)

[Go to the databases](#)

**OPAC:** here you can search for titles of e-books and e-journals. Overview of all media units that we have.

**E-Book:** a list with all publishers/providers of our licensed e-books

**E-Journals:** several research tools for searching for e-journals

**Databases:** a list with all licensed databases of the library

## Questions and Answers:

### What do I need to be aware of when using Remote Access?

Always start your literature search on this page, i.e. you should select here whether you wish to access [OPAC](#), [e-books](#), [e-journals](#) or [databases](#) (each link opens a new tab). Note: If you enter internet addresses directly into the address bar, or if you open pages that are not part of our content providers, you will automatically leave Remote Access (due to technical reasons). In this case, you will need to re-open the Remote Access start page or use the Back button in your browser.

### How can I recognise that I am logged in to Remote Access?

If Remote Access is active, the web address of a page will have [ash.idm.oclc.org](#) appended to it. If in doubt, check whether this is displayed at the end of the address in your browser's address bar. If it is missing, you have either left Remote Access or are not logged in.

<https://link.springer-com/ash.idm.oclc.org/book/10.1007%2F978-3-531-93307-8>

### How do I log out of Remote Access?

You can log out of Remote Access at the top right of this page. If you forget to do this, you will be automatically logged out after two hours.

### What do I need to be aware of regarding referencing when using Remote Access?

Due to the extension to the web addresses described in the previous paragraph, articles and e-books accessed via Remote Access cannot be referenced using the URL displayed in the browser! Where specified, use the DOI, URN or other persistent web addresses.

In the event of any other questions or problems, please feel free to get in touch with us: [Contacts](#)

[Impressum](#) [Datenschutz](#)

**ASH**  
Berlin

*Städtische Bibliothek*



# Literature Search and user account - OPAC

You have free access to our library catalogue, called **OPAC** (Online Public Access Catalogue). You only have to log in to check your loan periods, to do renewals, reservations or orders.

SearchMy listAccountAdditional services

Log on

[What's new](#) [Help](#) [Information](#)

[Basic search](#) [Advanced search](#)

Language [german](#) | [english](#)

Search request

Basic search

and

Author

and

Title

and

ISBN

and

Subject Heading

Clear

Search

[Index](#)

[Index](#)

[Limit search](#) [Search preferences](#)

Language Selection

all

Media type

none

from

to

Opening hours

Lecture period: Mon-Wed, Fri: 10am - 6pm, Thu: 10am - 7pm, Sat: 10am - 1 pm  
Semester break: Mon-Wed, Fri: 10am - 4pm, Thu: 10am - 6pm, Sat: 10am - 1 pm

Acquisition request

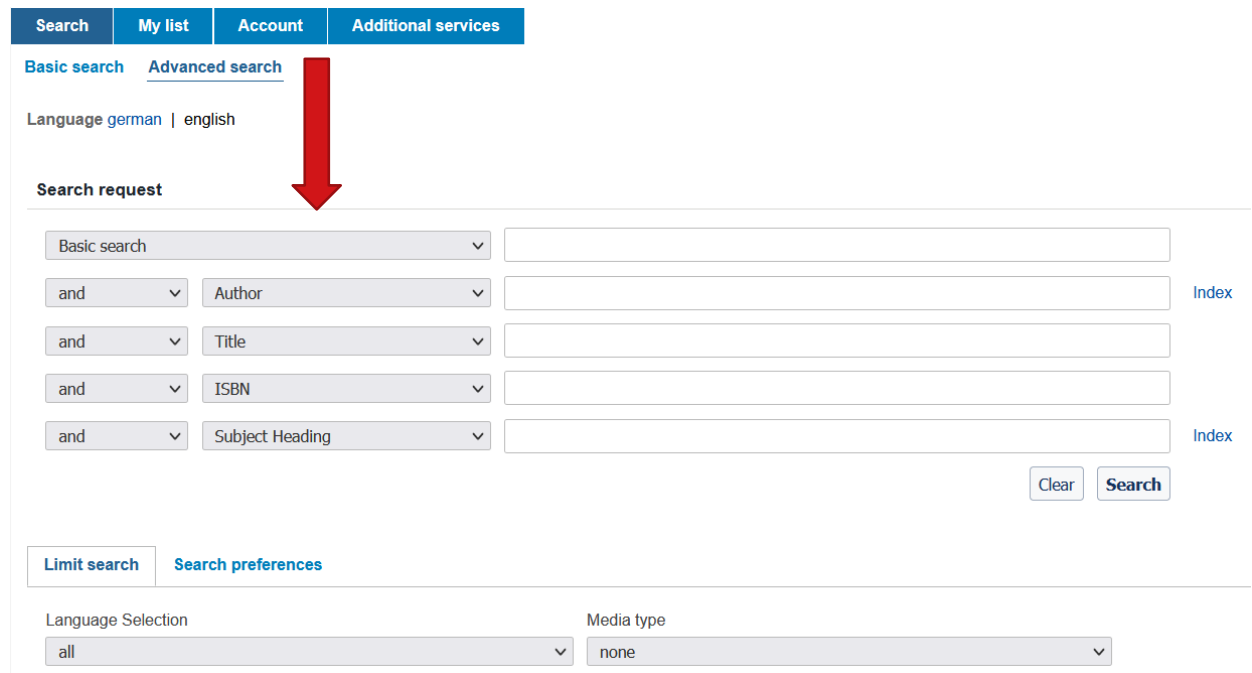
Sending an acquisition request to the library click [here](#).

Remote access

University members can use electronic resources outside of the college network: [Remote access](#)

# Literature Search - OPAC

You have a lot of options to search for literature. You can combine several search fields.



The screenshot shows the OPAC Literature Search interface. At the top, there are four tabs: Search, My list, Account, and Additional services. Below these, there are two sub-tabs: Basic search and Advanced search. A red arrow points from the Advanced search tab to the Search request section. The Search request section contains a form with five rows of search fields. Each row has a dropdown menu for the search type (Basic search, and, and, and, and) and a text input field. The search types are: Basic search, and, Author, Title, ISBN, and Subject Heading. To the right of the text input fields are two links: Index and Index. Below the search request section, there are two tabs: Limit search and Search preferences. A red arrow points from the Limit search tab to the Language Selection and Media type sections. The Language Selection section has a dropdown menu with the value 'all'. The Media type section has a dropdown menu with the value 'none'. At the bottom right of the search request section, there are two buttons: Clear and Search.

Search request

Basic search and Author Title ISBN Subject Heading

Index Index

Clear Search

Limit search Search preferences

Language Selection Media type

all none

You can narrow your search by language, publication period and media type

# Literature Search - OPAC


Using the basic search you will get results from all media types including one or more of your search items. This could lead to many, rather random results. You can search more specifically with subject headings, which are added to each title to describe its content and which are listed in an index.



Language [german](#) | [english](#)


## Search request

Basic search	▼	social work		
and	▼	Author	▼	
and	▼	Title	▼	
and	▼	ISBN	▼	
and	▼	Subject Heading	▼	

Result(s) locale Database (442) | < 1 2 3 4 5 6 7 8 9 > |

-  [Return Migration Decisions](#)  
Achenbach, Ruth  
2017  
Please click on the title for further information.  
E-Book  
[Get document](#) | [Add to My list](#)  

-  [Self help, social work and empowerment](#)  
Adams, Robert  
1990  
W-1-85  
on loan (total of reservations: 0)  
[Get document](#) | [Add to My list](#)  

-  [Social Games and Identity in the Higher Education Workplace](#)  
Addison, Michelle  
2016  
Please click on the title for further information.  
E-Book  
[Get document](#) | [Add to My list](#)  

-  [Adult psychopathology](#)  


# Literature Search - OPAC

You can sort your results accordingly, e.g., sort the books in descending order by year of publication so that the most current literature is listed first.

However, sorting is only possible up to a hit quantity of 500 hits.



**Further options**

**Sorting order**

▼

- standard Sorting (ascending)
- standard Sorting (descending)
- (ascending)
- (descending)
- (ascending)
- (descending)
- (ascending)
- (descending)

Sending an acquisition request to the library click [here](#).

# Literature Search - OPAC

If you click on a title you will get this view. Here you can get all important information.

bibliographic data



Other books with the same topic



Where to find the book.  
Check the guidepost for more information

**Search** | **My list** | **Account** | **Additional services**

Basic search | Advanced search | Previous searches | Results | **Full record**

Your search request Basic search = social work AND Language = eng\*

locale Database (9/442)

**From charity to social work**  
Mary E. Richmond and the creation of an American profession

Author: [Agnew, Elizabeth N.](#)  
Place of Publication, Publisher, Year of Publ.: Urbana, Ill. [u.a.], University of Illinois Press, 2004  
: [Biographie](#), [Geschichte](#), [Professionalisierung](#), [Sozialarbeit](#), [Sozialarbeiterin](#), [USA](#)  
ISBN: 978-0-252-02875-5, 0-252-02875-9

Table of contents

bibtip Andere Benutzer fanden auch interessant:

- [Braches-Chyrek, Rita: Jane Addams, Mary Richmond und Alice Salomon \(2013\)](#)
- [Barker, Robert L.: The social work dictionary \(2003\)](#)
- [Forschungstraditionen der Sozialen Arbeit \(2012\)](#)
- [Kritik der Sozialen Arbeit - kritische Soziale Arbeit \(2012\)](#)

[Add to My list](#) | [PERMALINK](#)

**Holdings** | **Get document** | **More title information**

Shelfmark Location	Item number Notes	Branch	Status
L-648 Freihandbestand	00159561	ASH Berlin - Bibliothek	available for loan <a href="#">Guidepost</a>

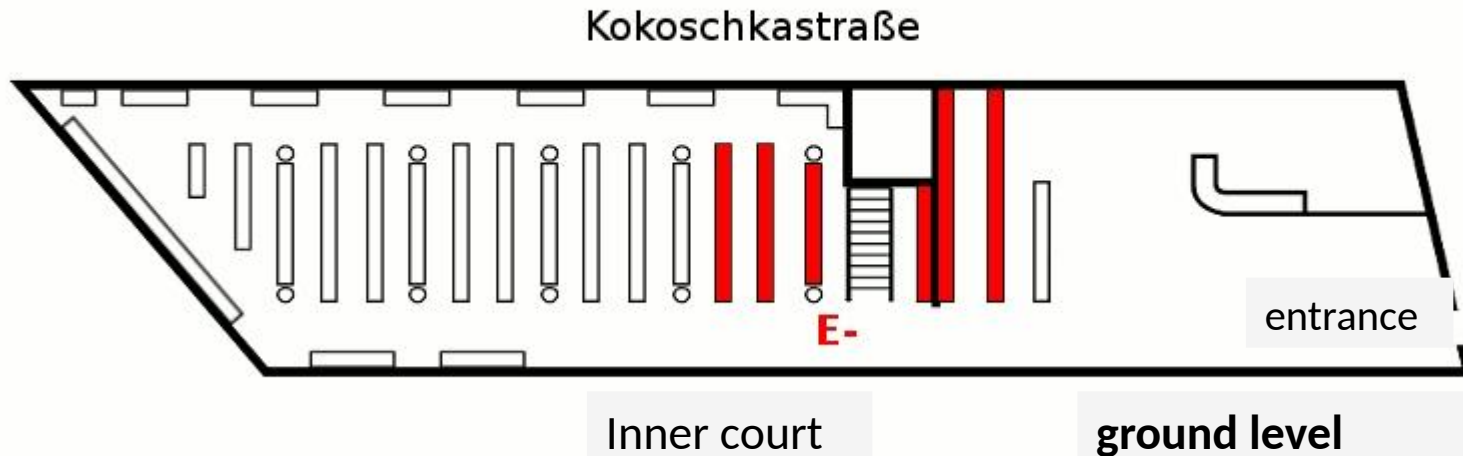
Here you can check if you  
can lend the book

# Guidepost

The medium you are looking for is located in the red area

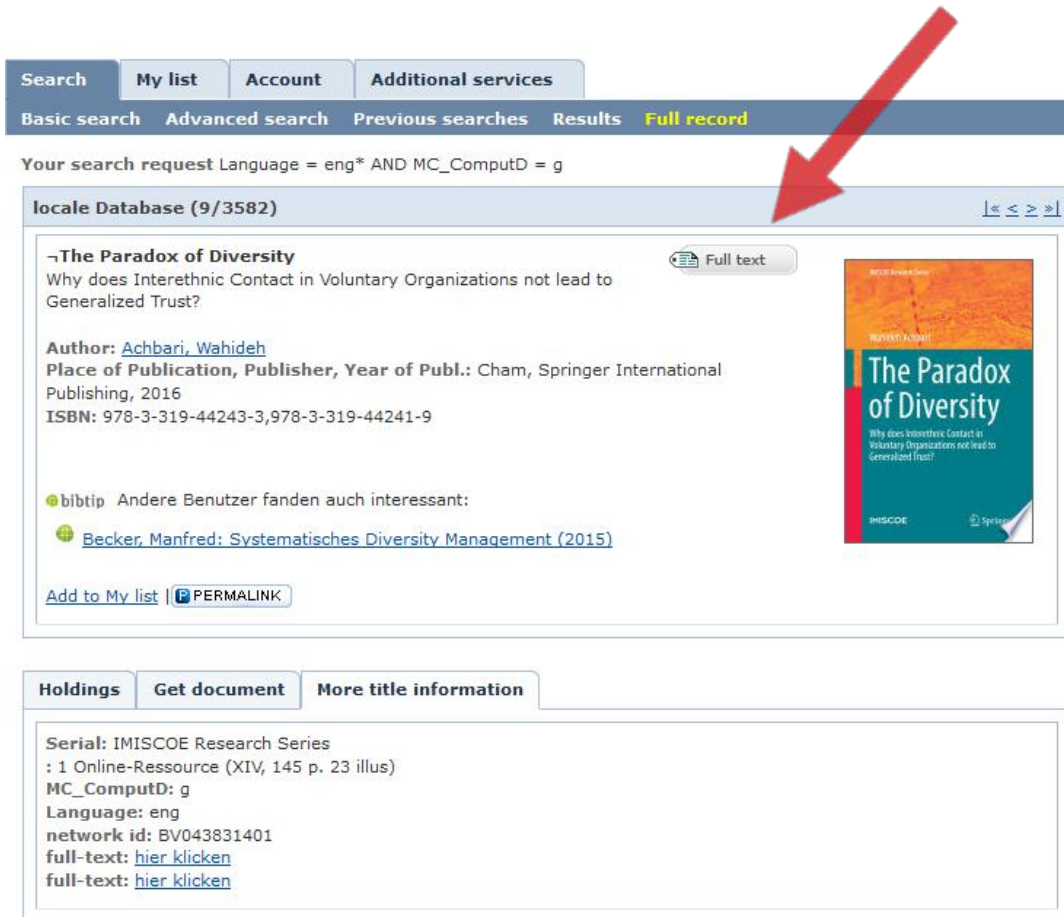


**Alice Salomon Hochschule Berlin**  
University of Applied Sciences





# The online catalogue OPAC – E-books



The screenshot shows the OPAC interface. At the top, there are tabs for 'Search', 'My list', 'Account', and 'Additional services'. Below these are links for 'Basic search', 'Advanced search', 'Previous searches', 'Results', and 'Full record'. A search request is displayed: 'Your search request Language = eng\* AND MC\_ComputD = g'. The main section shows a record for 'The Paradox of Diversity' by Achbari, Wahideh. It includes the title, author, place of publication, publisher, year, and ISBN. A red arrow points to the 'Full text' button. Below the record, there are links for 'Add to My list' and 'PERMALINK'. At the bottom, there is a section for 'Holdings' with details about the online resource, including the network ID and full-text links.

Search My list Account Additional services

Basic search Advanced search Previous searches Results Full record

Your search request Language = eng\* AND MC\_ComputD = g

locale Database (9/3582)

**The Paradox of Diversity**  
Why does Interethnic Contact in Voluntary Organizations not lead to Generalized Trust?

Author: [Achbari, Wahideh](#)  
Place of Publication, Publisher, Year of Publ.: Cham, Springer International Publishing, 2016  
ISBN: 978-3-319-44243-3, 978-3-319-44241-9

bibtip Andere Benutzer fanden auch interessant:  
[Becker, Manfred: Systematisches Diversity Management \(2015\)](#)

[Add to My list](#) [PERMALINK](#)


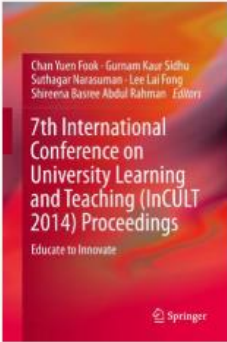
Full text

Holdings Get document More title information

Serial: IMISCOE Research Series  
: 1 Online-Ressource (XIV, 145 p. 23 illus)  
MC\_ComputD: g  
Language: eng  
network id: BV043831401  
full-text: [hier klicken](#)  
full-text: [hier klicken](#)

- Full text = access to the pdf of the entire book
- If you want to read an e-book when you are not using the university network- you must log into via remote access

# Springer E-Books


**7th International Conference on University Learning and Teaching (InCULT 2014) Proceedings**


Educate to Innovate

Editors ([view affiliations](#))  
Chan Yuen Fook, Gurnam Kaur Sidhu, Suthagar Narasuman, Lee Lai Fong,  
Shireena Basree Abdul Rahman

Conference proceedings

Citations	Mentions	Downloads
25	3	76k

[Download book PDF](#) 

[Download book EPUB](#) 

Only by the provider Springer you can get the entire book at once. We provide only (entire) English e-books by Springer. For any other publisher you can download each chapter at a time.

E-Books do not have a loan period – since you are downloading them.

# Media from our archive

Media units (thesis, bound volumes of journals until 2015, very old books) are in archive; you would have to order them. You log into your OPAC-account. Please order the books before your visit.

You can't borrow thesis and journals. They can only be read at the library. You can pick the theses and journals up at the loan desk at any full hour. We will keep your ASH-Campuscard/library card as deposit.

Once ordered, the media units will be available for 10 working days – preordering is possible.

Holdings			
Get document			
Shelfmark Location	Item number Notes	Branch	Status
BA-48/14 Magazinbestand	00027123	ASH Berlin - Bibliothek	available for order (reading room)

After log in, click on the title of the thesis you want to order. Click „Get document“, then „order“ and confirm it with „Ok“

Holdings		
Get document		
More title information		
Local Database		
Local Holdings	available for order (reading room)	<a href="#">order</a>

**Please note**

**Author:** Henschel, Elisabeth

**Title:** Development, Theoretical Concepts, Practice

The medium ordered is ready for you prospectively on 28.04.2020 from 10:00 o'clock onwards.  
Pickup location: Präsenzbestand  
Please note the library hours.

Holdings			
Get document			
More title information			
Shelfmark Location	Item number Notes	Branch	Status
BA-48/14 Magazinbestand	00027123	ASH Berlin - Bibliothek	You have ordered this medium.

# Journals

To determine which journals (print and online) are available at the library, you can use various research tools:

- library catalogue (= OPAC)
- Elektronische Zeitschriftenbibliothek (= EZB, electronic journals library)
- Zeitschriftendatenbank (= ZDB, periodical database)



webOPAC

The image is a screenshot of the webOPAC search interface. It shows a navigation bar with 'Suche', 'Merkliste', 'Konto', and 'weitere Angebote'. Below this, there are tabs for 'Einfache Suche' and 'Erweiterte Suche'. The 'Erweiterte Suche' tab is active. The search form includes a 'Sucheingabe' section with a 'Freie Suche' dropdown and a search input field. Below this, there are four rows of search criteria: 'und' (dropdown), 'Autor' (dropdown), 'Titel' (dropdown), 'ISBN' (dropdown), and 'Schlagwort' (dropdown). Each row has a corresponding search input field. There are 'Zurücksetzen' and 'Suchen' buttons at the bottom of the search form. Below the search form, there are tabs for 'Suche eingrenzen' and 'Sucheinstellungen'. The 'Sucheinstellungen' tab is active. It includes a 'Sprachauswahl' dropdown set to 'deutsch', a 'Medienart' dropdown set to 'Keine Einschränkung', and two input fields for 'Erscheinungsjahr von' and 'Erscheinungsjahr bis'.

# If you have any questions or problems...

... the colleagues at the issue desk will be happy to help you.

You are also welcome to contact us by email:

[bibliothek@ash-berlin.eu](mailto:bibliothek@ash-berlin.eu)

If you have any questions about our training courses and our training documents,  
please contact us by email:

[schulungen.bibliothek@ash-berlin.eu](mailto:schulungen.bibliothek@ash-berlin.eu)