

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 and/or 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

- self issue machine (ground floor)
- self return machine (entrance of the university)
- book scanner
- Workstations without computers for extended work periods
- workstations with computers for longer research and printing
- In the entire university building you have free access to WIFI

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

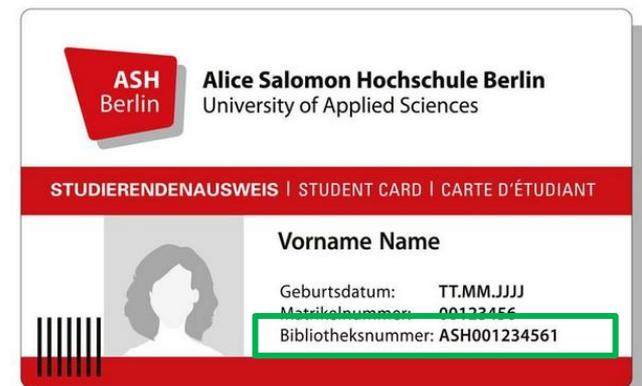
If you want to borrow any media you will need a **library account** and the **ASH-Campuscard** (ASH students) resp. a **guest card** (other members of the ASH and external users)



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](#)



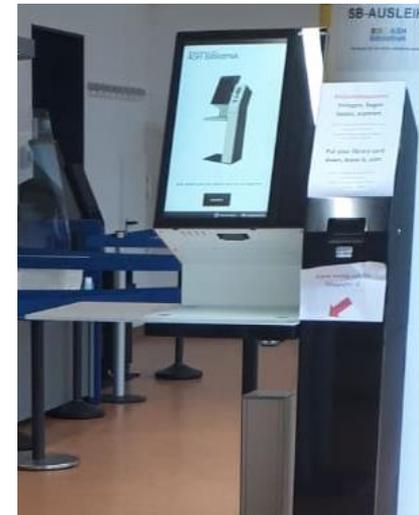
Registration

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

students of the ASH	other members of the ASH	External users
<p>For ASH students who already have the ASH-Campuscard but are not registered in the library yet, we will create a library account and activate the ASH-Campuscard for library use. Ask us on site or send an email to bibliothek@ash-berlin.eu with the following information:</p> <ul style="list-style-type: none">▪ Student ID Number▪ study program <p>ASH students who already have both the ASH-Campuscard and a traditional (red) library card can have their library account converted to the ASH-Campuscard. The traditional library card will be no longer valid and can be disposed of. Contact us within the library or send an email to bibliothek@ash-berlin.eu with the following information:</p> <ul style="list-style-type: none">▪ Student ID Number▪ study program	<p>Teachers, researchers, administrative staff of ASH can obtain a library card as follows: ask us on site or send an email to bibliothek@ash-berlin.eu with the following information:</p> <ul style="list-style-type: none">• Address• Date of birth• proof of affiliation (if you are not listed under persons A-Z yet) <p>We will create a library account for you.</p>	<p>External users can obtain a library card in the library. Please show us your identity card or another personal document with a current registration address in Berlin or Brandenburg (registration certificate if applicable).</p> <p>EHB and KHSB students can use their Campuscard 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 via your library account within the OPAC. You can borrow books with your ASH-Campuscard resp. Guest card at the circulation desk or at our self issue machine*.



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

Loan periods

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

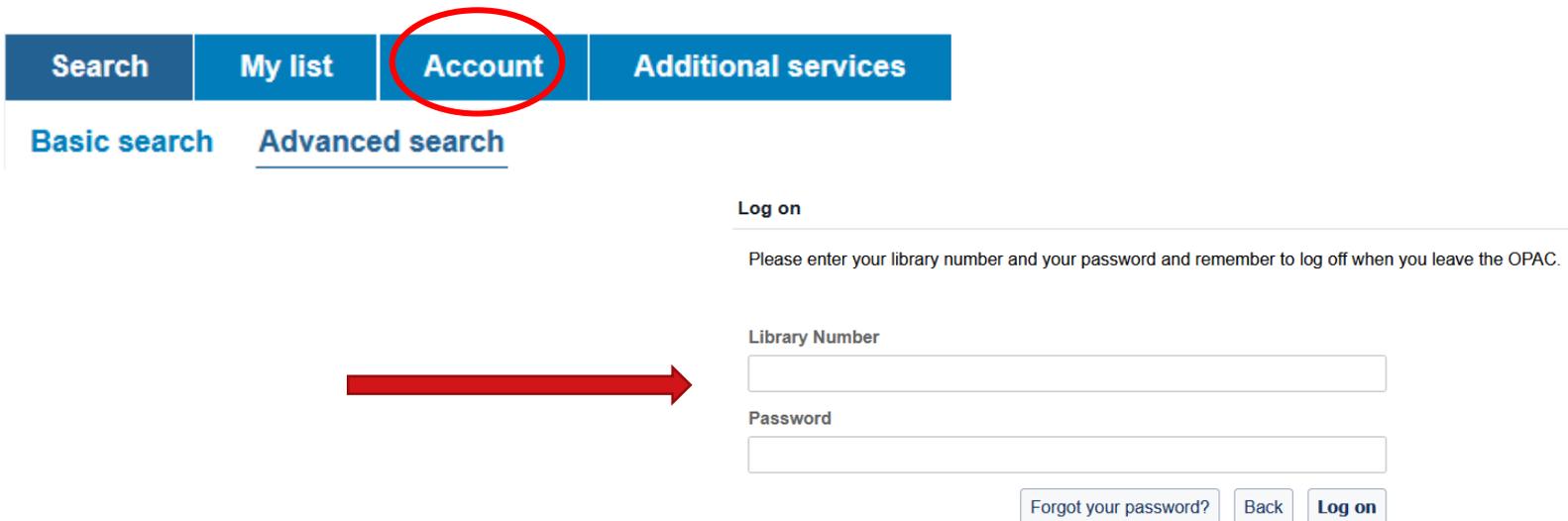
* in case, there is not a reservation for one of your borrowed items already. Afterward, the items must be brought back to the library.

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

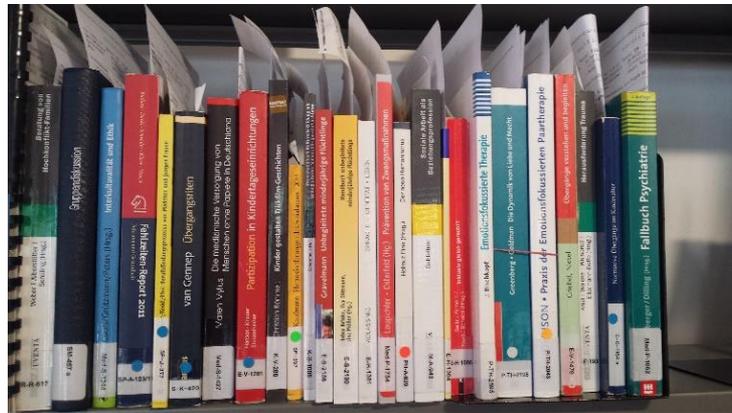
- Renewals are **only possible through your library account within the OPAC**
- Log into your library account within the OPAC. You will need:
 - **Library number** (if you have the ASH-Campuscard or a guest card: number on the front)
(if you have the conventional library card: number on the back)
 - **Password** (preset: your date of birth in 6 digits)



The screenshot shows the OPAC navigation bar with four items: 'Search', 'My list', 'Account', and 'Additional services'. The 'Account' item is circled in red. Below the navigation bar are two search options: 'Basic search' and 'Advanced search'. To the right, there is a 'Log on' section with a horizontal line. Below the line is the instruction: 'Please enter your library number and your password and remember to log off when you leave the OPAC.' There are two input fields: 'Library Number' and 'Password'. Below the 'Password' field are three buttons: 'Forgot your password?', 'Back', and 'Log on'. A red arrow points from the 'Account' menu item to the 'Log on' section.

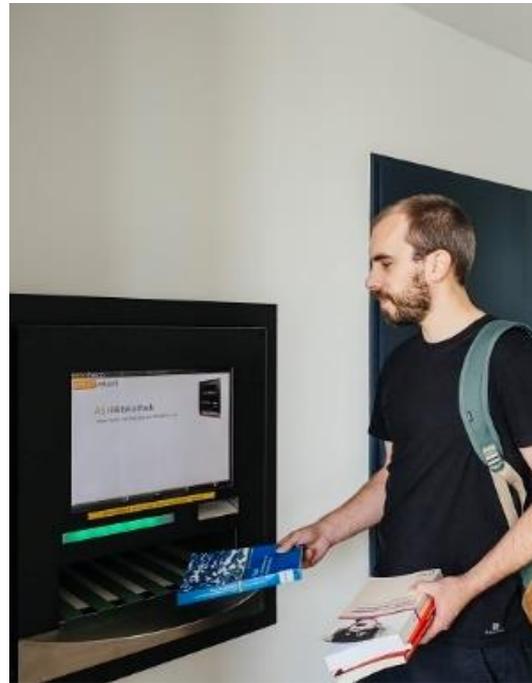
Reservation

- 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 circulation desk within the next 10 working days.



Return of books

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



E-resources - Digital Library

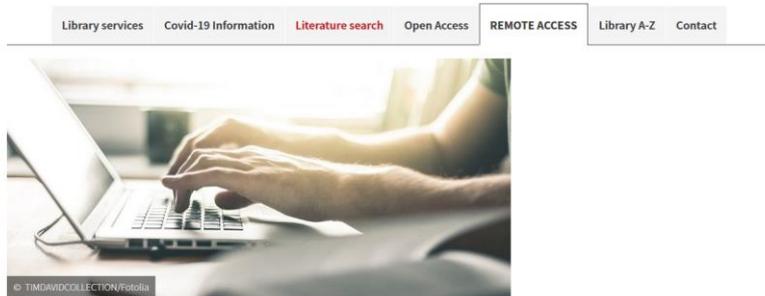
- **E-Books:** electronic books
- **E-Journals:** electronic journals
- **Databases:** Evidence of various publications for one area of expertise

Using e-resources at your own device - Remote Access (Fernzugriff)-

For ASH-members: to access the electronic resources (e-books, e-Journals, databases) at your own device (including those you can search in the OPAC), you first log on to the [remote access](#). Afterwards you can chose the required e-resource.

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](#)



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:

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:

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



Fernzugriff der ASH Bibliothek

(Instructions in Englisch 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: 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.odc.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.odc.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

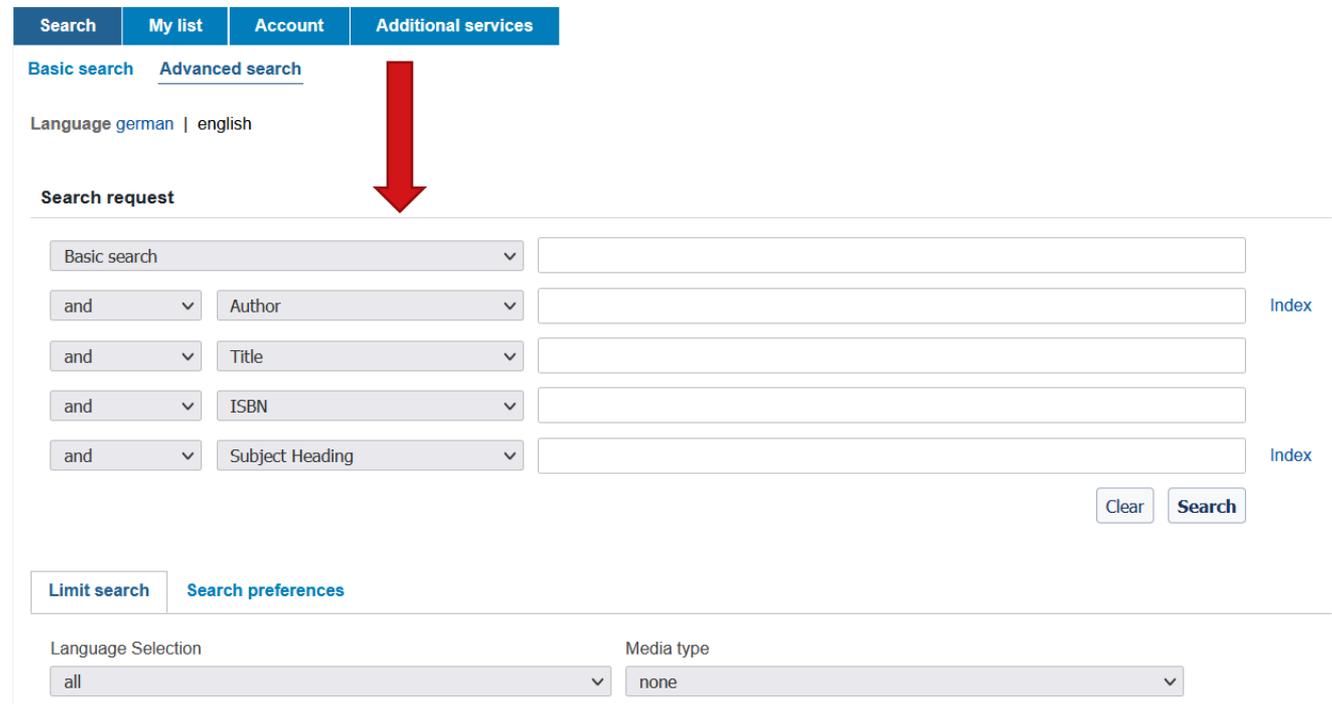
You have free access to our library catalogue, called [OPAC](#) (Online Public Access Catalogue). You only have to log in to check your loan periods, to do renewals, reservations or orders.

The screenshot displays the OPAC search interface. At the top, there are navigation tabs: Search, My list, Account, and Additional services. A 'Log on' button is located in the top right corner. Below the navigation, there are links for 'What's new', 'Help', and 'Information'. The main search area includes a 'Language' selector set to 'german | english'. The 'Search request' section features a 'Basic search' dropdown, a search input field, and four rows of search criteria: 'and Author', 'and Title', 'and ISBN', and 'and Subject Heading', each with a corresponding input field. 'Index' links are provided for the Author, Title, and Subject Heading fields. 'Clear' and 'Search' buttons are at the bottom right of the search request section. Below this, there are 'Limit search' and 'Search preferences' tabs. The 'Search preferences' section includes 'Language Selection' (set to 'all') and 'Media type' (set to 'none'), with 'from' and 'to' input fields for a range. On the right side, there are three informational boxes: '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](#)), and '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.

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



The screenshot shows the OPAC search interface. At the top, there are navigation tabs: Search, My list, Account, and Additional services. Below these are links for Basic search and Advanced search. The Language selection is set to 'german | english'. A red arrow points to the 'Search request' section, which contains five search criteria: Basic search, Author, Title, ISBN, and Subject Heading. Each criterion has a corresponding input field and a dropdown menu for logical operators (all, and, or). The 'Index' label is visible next to the Author and Subject Heading fields. At the bottom of the search request section are 'Clear' and 'Search' buttons. Below the search request section are links for Limit search and Search preferences. The Limit search section includes 'Language Selection' (set to 'all') and 'Media type' (set to 'none'). A red arrow points to the 'Limit search' section.

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](#) Full text
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-I-85
on loan (total of reservations: 0)
[Get document](#) | [Add to My list](#)

-  [Social Games and Identity in the Higher Education Workplace](#) Full text
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 a detailed 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

The screenshot shows a search result for the book "From charity to social work" by Mary E. Richmond. The interface includes navigation tabs like "Search", "My list", "Account", and "Additional services". Below the search results, there are tabs for "Holdings", "Get document", and "More title information". The "Holdings" tab is active, showing a table with columns for Shelfmark Location, Item number Notes, Branch, and Status. The first row shows the book is available at ASH Berlin - Bibliothek. The "Status" column indicates it is "available for loan" and provides a "Guidepost" link. A "Table of contents" button is visible next to the book title. A list of related books is provided under the heading "Andere Benutzer fanden auch interessant:". A book cover image is also displayed on the right side of the result.

Shelfmark Location	Item number Notes	Branch	Status
L-648 Freihandbestand	00159561	ASH Berlin - Bibliothek	available for loan Guidepost

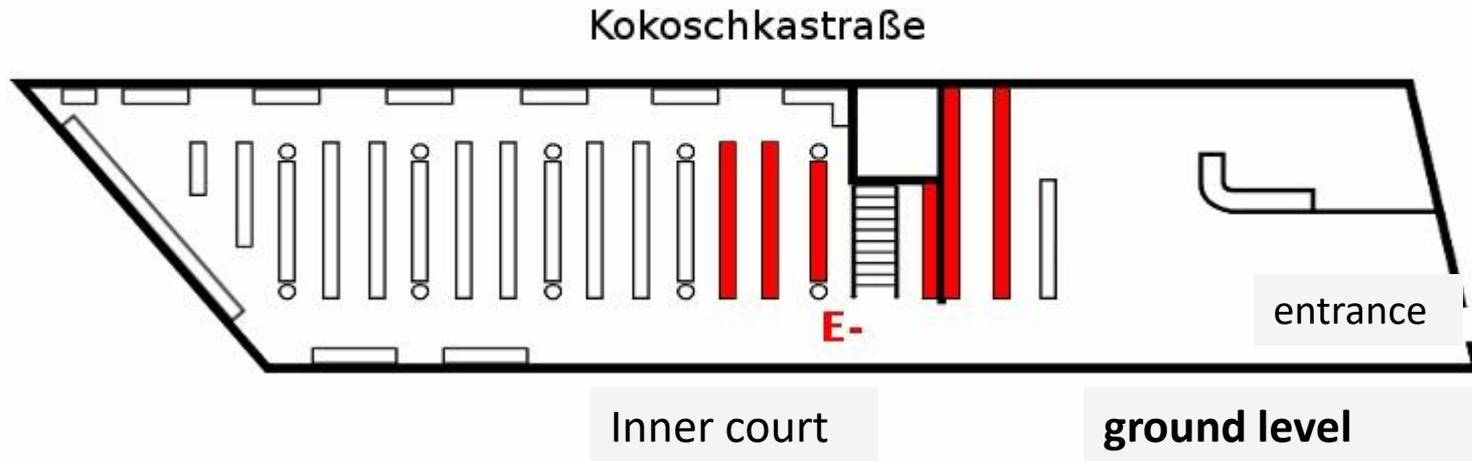
Here you can check if you can lend the book

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

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](#)

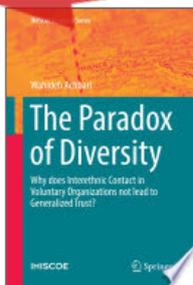
Place of Publication, Publisher, Year of Publ.: Cham, Springer International Publishing, 2016

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



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

Example: Springer E-Books



The screenshot shows the Springer Link interface for the book "7th International Conference on University Learning and Teaching (InCULT 2014) Proceedings". The page includes the Springer Link logo, a book cover image, the title, subtitle "Educate to Innovate", and a list of editors. It also features statistics for Citations (25), Mentions (3), and Downloads (76k). At the bottom, there are two download buttons: "Download book PDF" and "Download book EPUB". A red arrow points to the "Download book PDF" button.

Springer Link

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

25 Citations 3 Mentions 76k Downloads

Download book PDF 

Download book EPUB 

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 library account within the OPAC.

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 circulation desk at any full hour. We will keep your ASH-Campuscard/guest card as deposit.

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

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

The screenshot shows the OPAC interface with several key elements highlighted by red circles:

- Get document button:** Located at the top of the first holdings table.
- order button:** Located at the bottom right of the 'Local Database' section.
- OK button:** Located at the bottom left of the 'Please note' section.

Holdings Table 1:

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

Local Database:

Local Holdings	Status
Local Holdings	available for order (reading room)

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 Table 2:

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

Suche Merkliste Konto weitere Angebote

Einfache Suche **Erweiterte Suche**

Sprachauswahl deutsch | [englisch](#)

Sucheingabe

Freie Suche

und Autor [Index](#)

und Titel

und ISBN [Index](#)

und Schlagwort [Index](#)

[Zurücksetzen](#) [Suchen](#)

Suche eingrenzen **Sucheinstellungen**

Sprachauswahl Medienart

alle Keine Einschränkung

Erscheinungsjahr von Erscheinungsjahr bis



If you have any questions or problems...

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

You are also welcome to contact us by email:

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