Welcome to our library!

Alice Salomon Hochschule Berlin
University of Applied Sciences

By: Teaching Library Team
Valid: March 2026

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-thesises, 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.

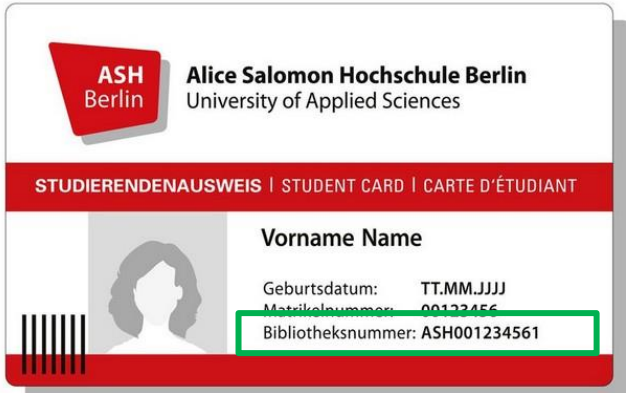
Semester break: Mon, Tue, Wed, Fri: 10.00 a.m. until 4.00 p.m.
Thu: 10.00 a.m. until 6 p.m.
Sat: 10.00 a.m. until 1.00 p.m.

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



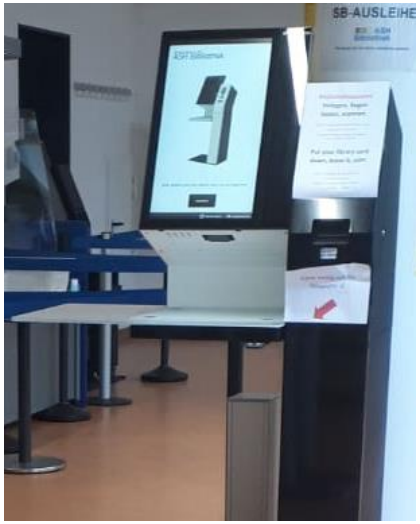
Registration

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
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: ▪ Student ID Number ▪ study program **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: ▪ Student ID Number ▪ study program	**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: • Address • Date of birth • proof of affiliation (if you are not listed under persons A-Z yet) We will create a library account for you.	**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). EHB and KHSB students can use their Campuscard in the ASH library.

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 recieve it, you are not entilted 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**.

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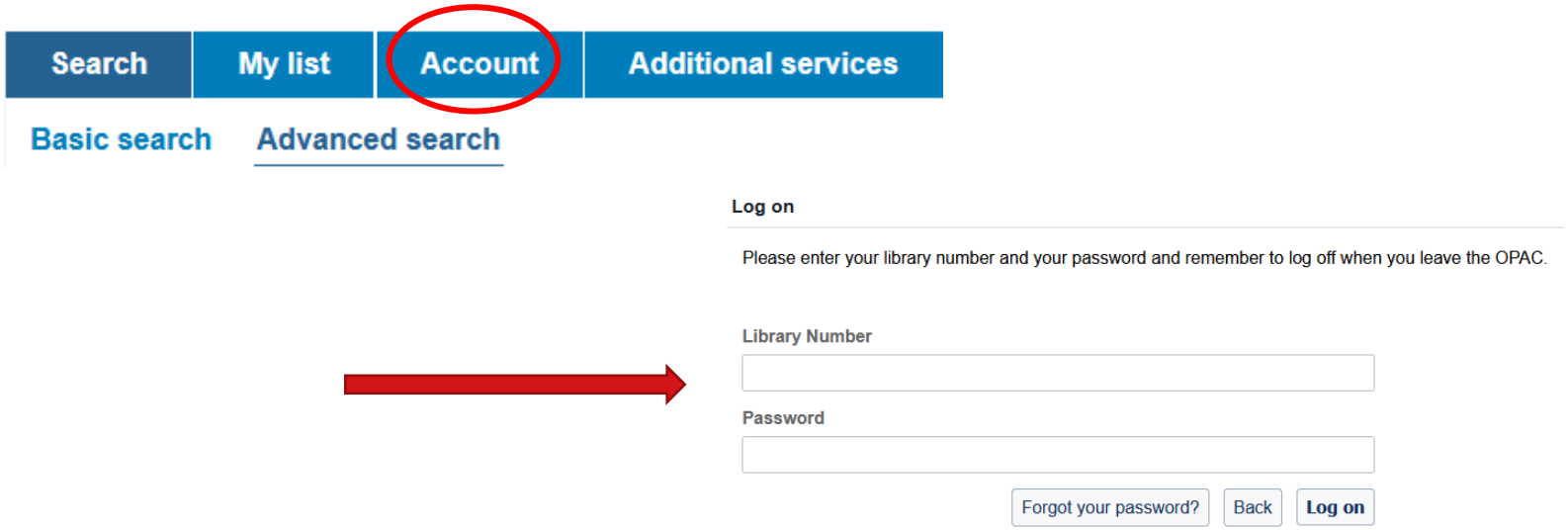
Renewals

- 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 digets)



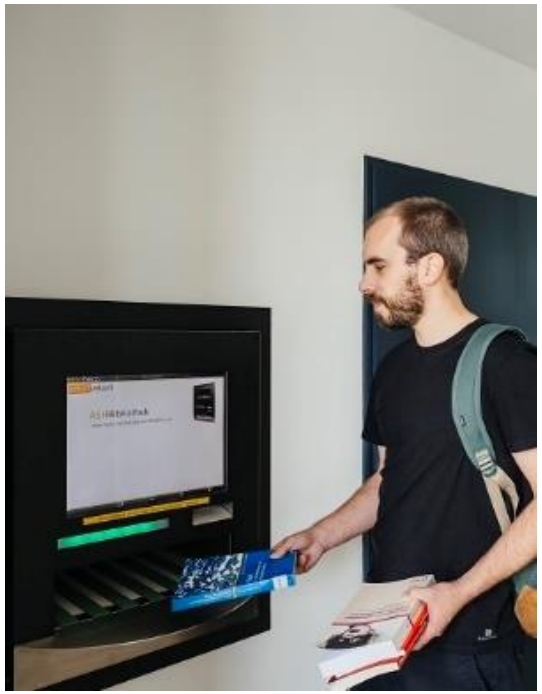
Reservation

- 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

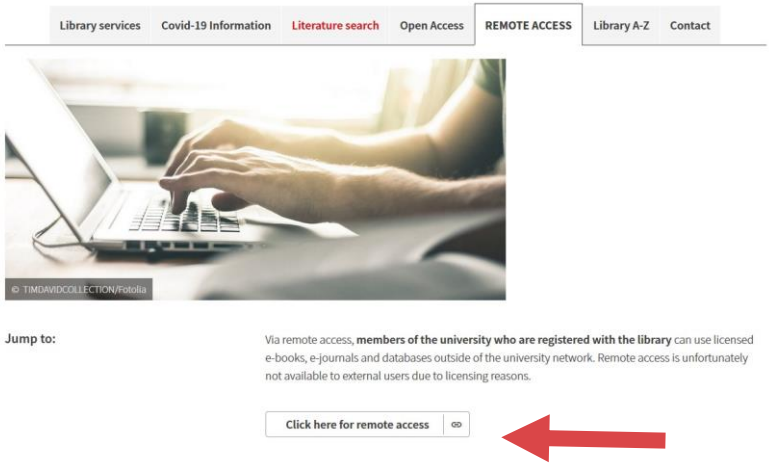
- **E-Books**: electronic books
- **E-Journals**: electronic journals
- **Databases**: Evidence of various publications for one area of expertise

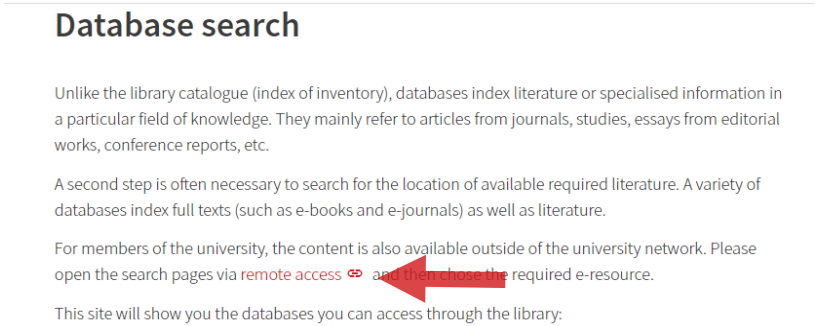
Using e-resources at your own device - Remote Access (Fernzugriff)-

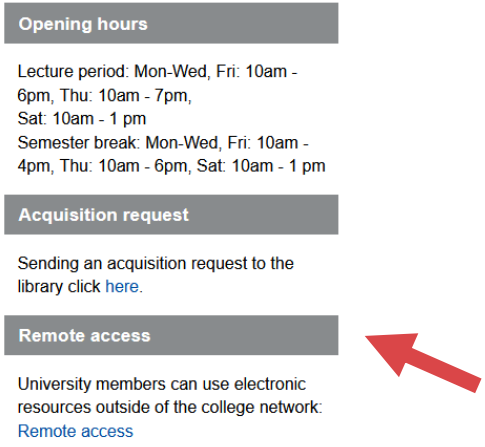
For ASH-members: to access the electronic resources (e-books, e-Journals, databases) at your own device (including those you can search in the OPAC), you first log on to the remote access. Afterwards you can chose the required e-resource.

The remote access is linked all over the library homepages.

Remote access







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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:
Login

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

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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.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

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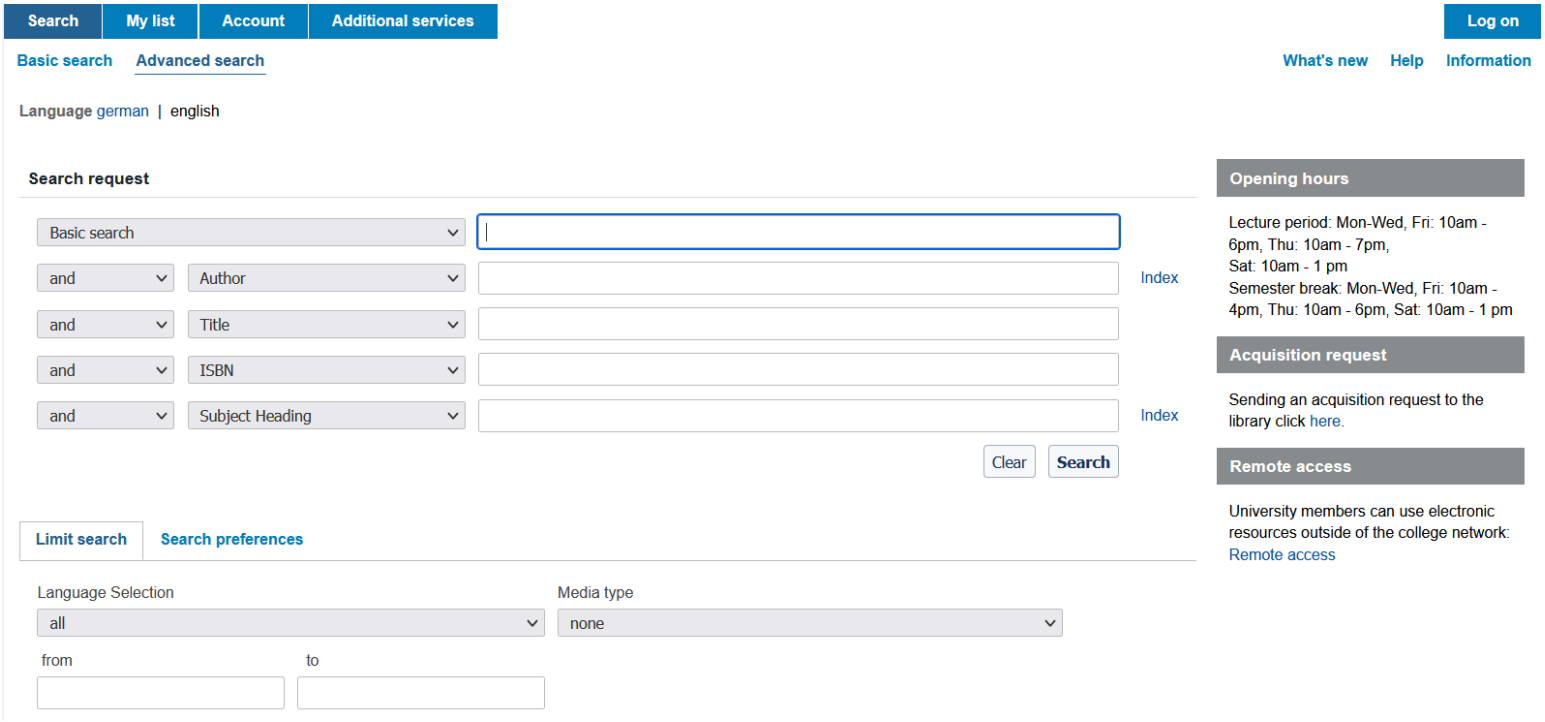
Literature Search and user account - OPAC

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.



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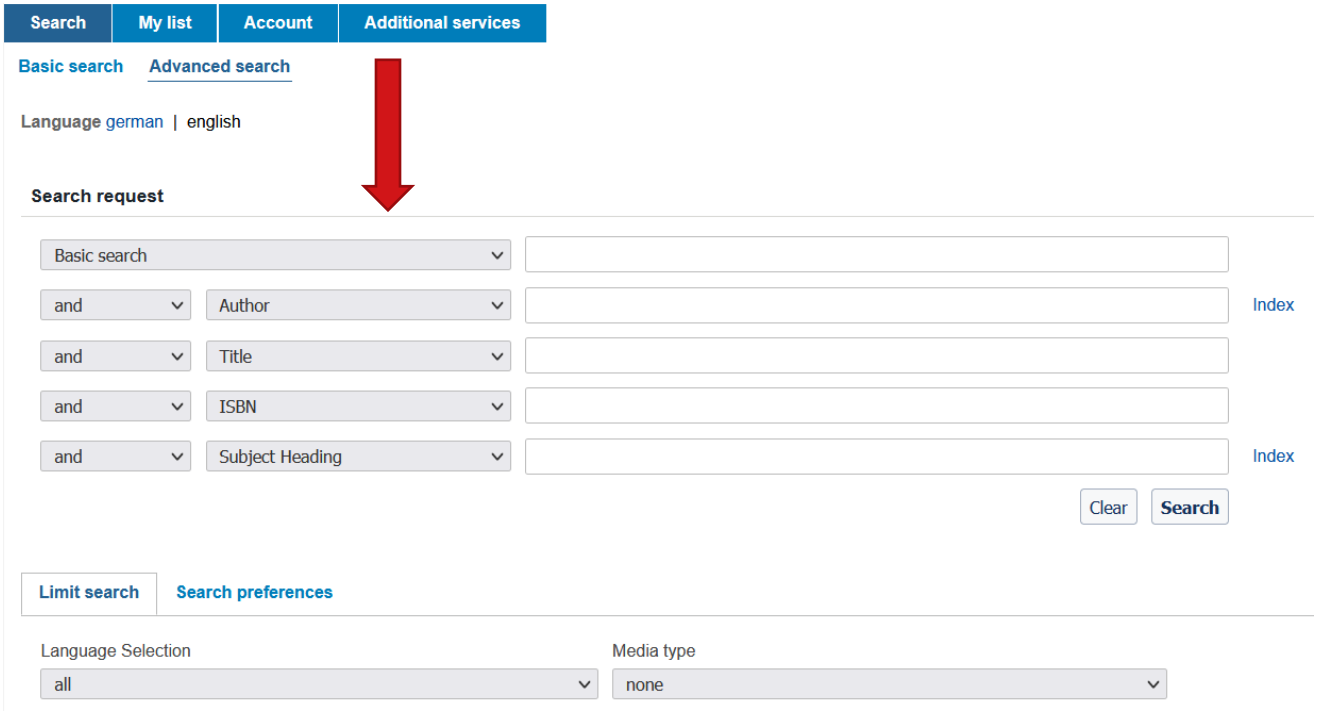
Literature Search - OPAC

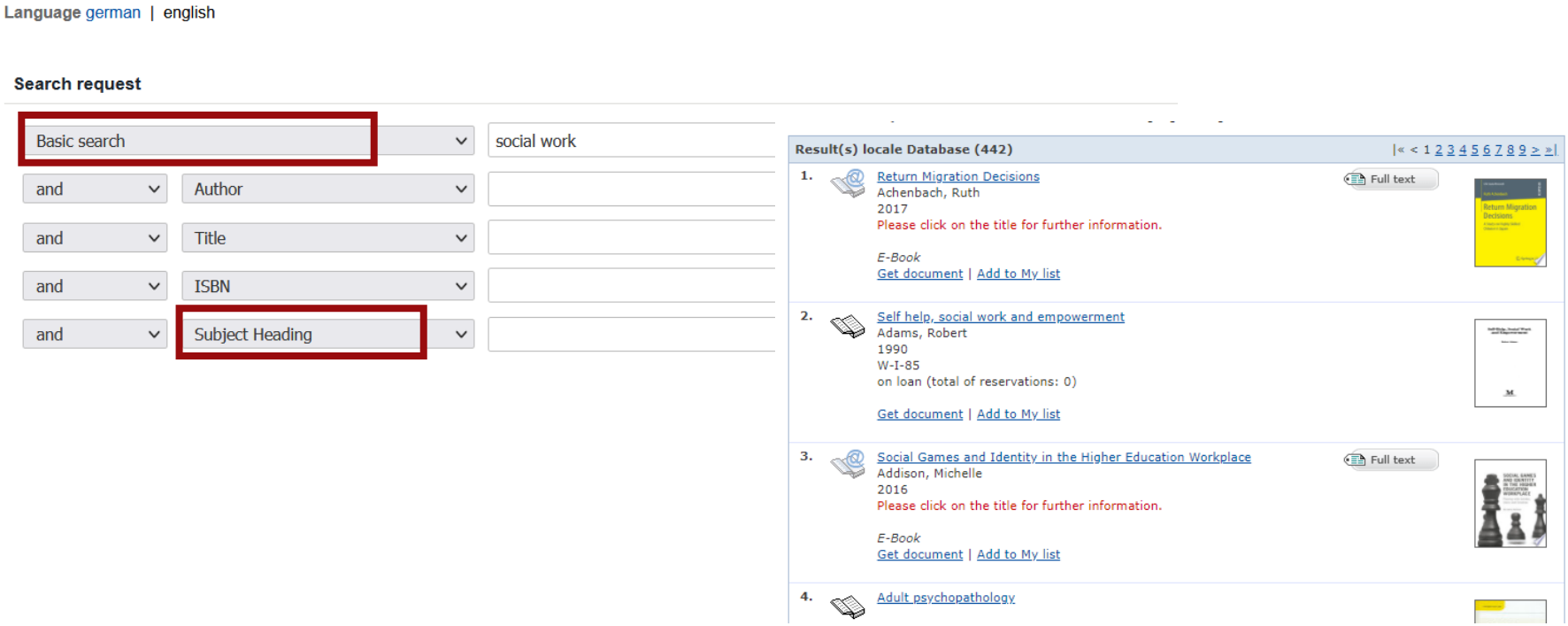
You have a lot of options to search for literature. You can combine several search fields.

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



Literature Search - OPAC

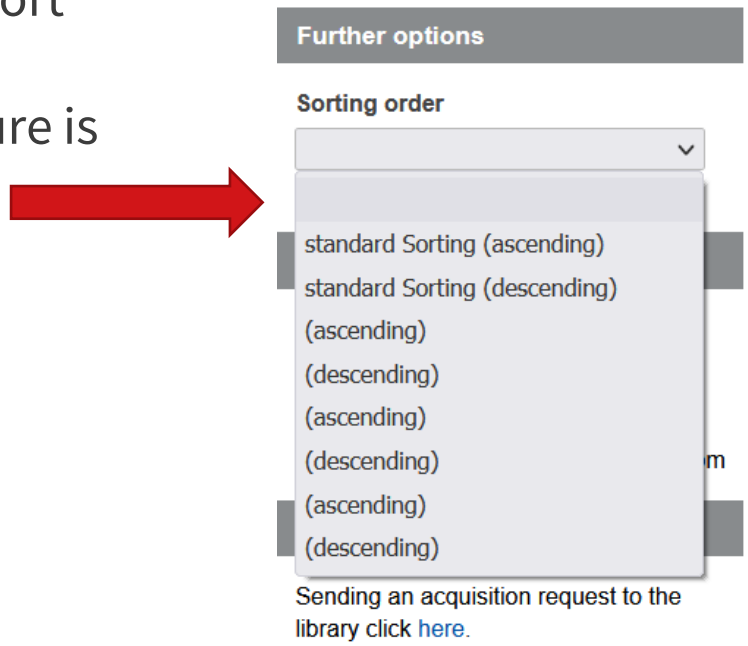
Using the basic search you will get results from all media types including one or more of your search items. This could lead to many, rather random results. You can search more specifically with subject headings, which are added to each title to describe its content and which are listed in an index.



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.



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

Here you can check if you can lend the book

Guidepost

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

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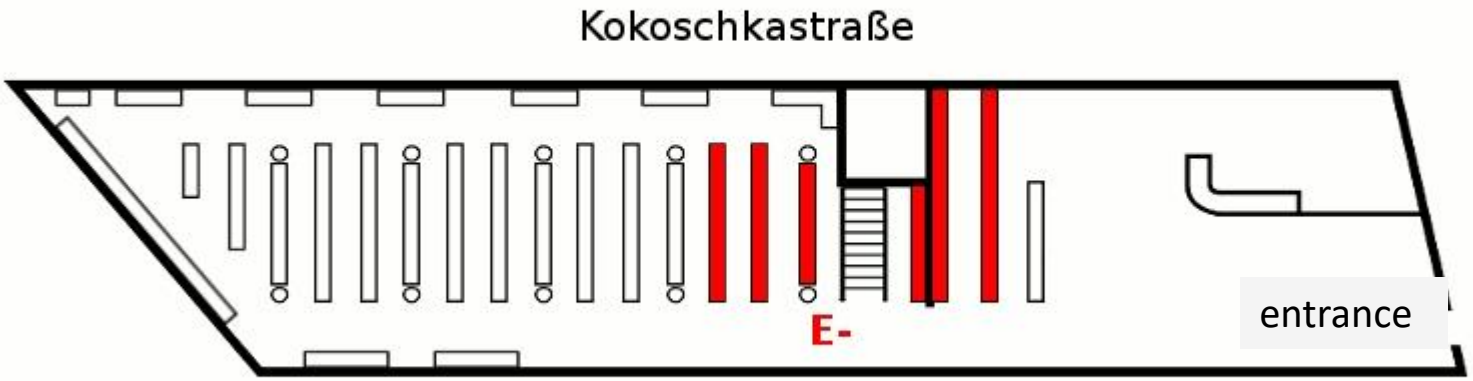
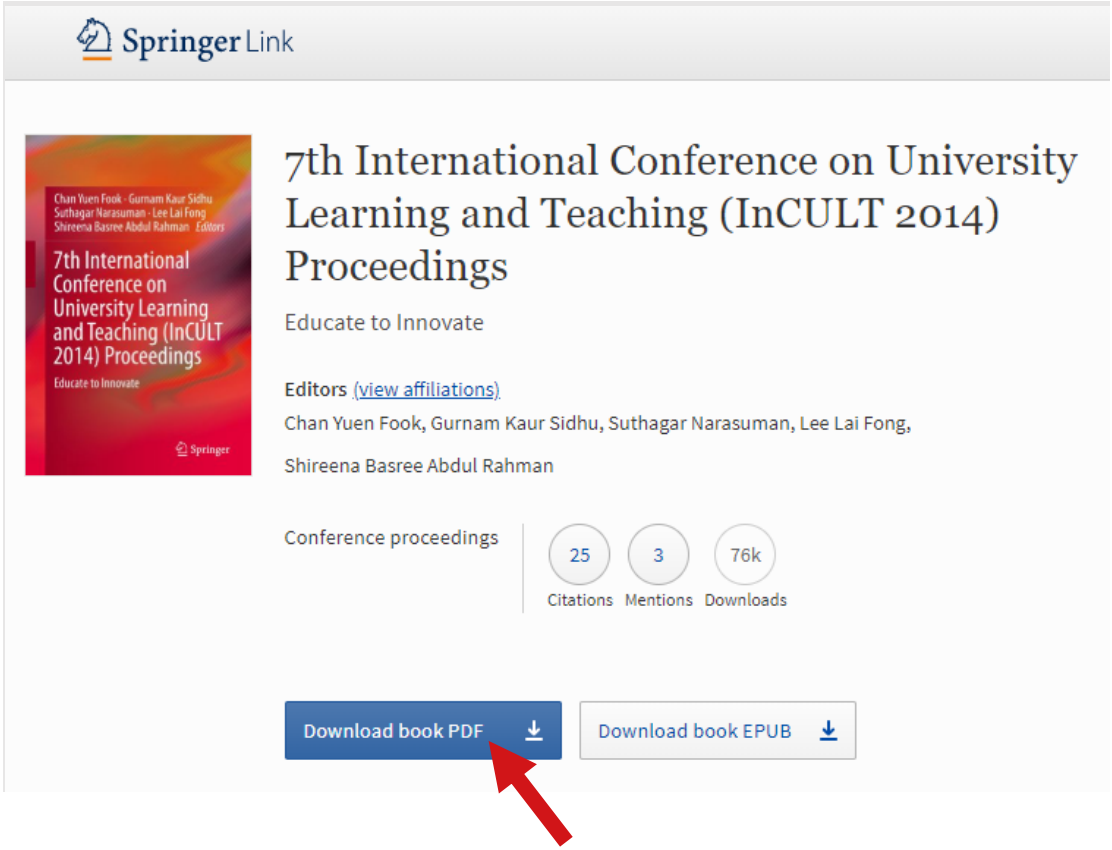
University of Applied Sciences



The online catalogue OPAC – E-books

Full text = access to the pdf of the entire book

Example: Springer E-Books



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.

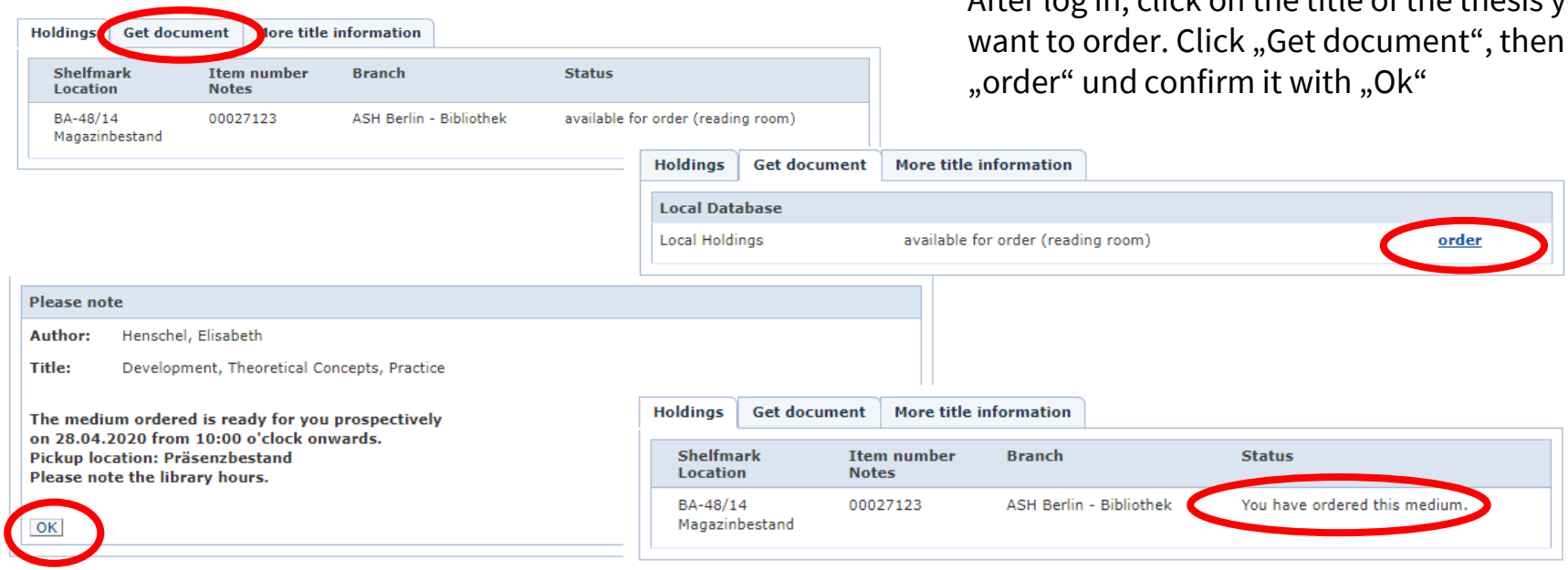
Media from our archive

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.

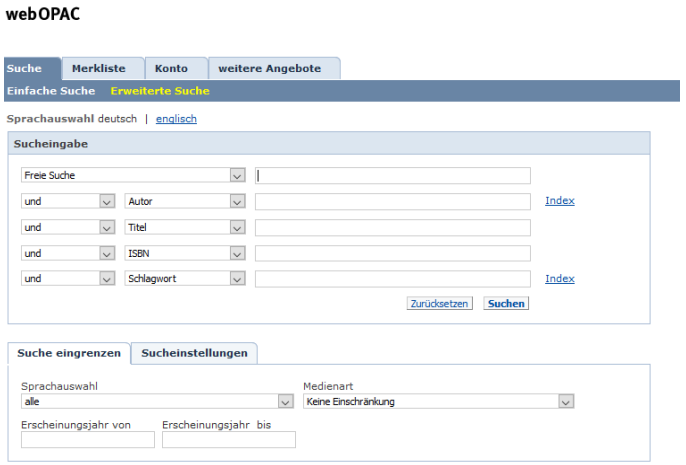
After log in, click on the title of the thesis you want to order. Click „Get document“, then „order“ und confirm it with „Ok“



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)



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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