

HELP SRH ONLINE CATALOGUE

To search our printed books and journals as well as E-books you can use our Online Catalogue.

ACCESS

To access the online catalogue, please follow these steps:

1. Open the website **<http://webopac.srh-hochschulen.de/>**
2. As Katalog (catalogue) choose **Berlin**.

The catalogue displays title information, such as author, title, ISBN or keywords. You can use a variety of search fields in the "Einfache Suche" (Basic Search) or in the "Profisuche" (Advanced Search). You can see which Signatur (shelf mark) a title in stock has and check the status (Bestellt = ordered; Entliehen = borrowed; Verfügbar = available; Zurückgelegt = reserved).

Note E-books: E-books are marked with "1 E-Book" in the title data. For the usage a proxy configuration URL is required. To open the E-book, please copy the link into the URL line of a new browser window.

LOGIN

To access your personal account, please follow these steps:

1. Click on the button **Konto** (Account).
2. Enter your **Ausweisnummer** (library card ID) and your **Geburtsdatum** (date of birth) in form of DD.MM.JJJJ (as a student) or the **SRH postcode** (as teaching staff) as your password.
3. As Bibliothek (library) choose **Berlin**.

RENEW ITEMS

After your personal login you can see which items you have borrowed and their appropriate due dates. By clicking on the **symbol** behind the due date you can renew an item by yourself.

A renewal is only possible until the day the loan period expires. If the loan period is expired, please feel free to ask the library staff for a renewal.

A renewal by yourself is only possible for two weeks for books and one week for journal issues. If you need a longer loan period for your thesis, please contact the library staff.

RESERVATION

If a desired title is already borrowed, you can reserve it by clicking on the button **Vorbestellen** (reserve). You will then be prompted to **log in** with your personal data (see LOGIN).

Books with the **loan period 01.01.2199** are borrowed long-term to teaching staff, can be found in a handset for current lectures or in the shelf for new acquisitions. Please do not make a reservation in such a case, but contact the library.