



# Anhalt University Library



## **Welcome to the Anhalt University Library**

Being a core element of our university, we always strive to optimally support your studies with our services.

Our three sites in Köthen, Bernburg and Dessau offer more than 385,000 specialised books, which you can find easily through our [open public access catalogue](#). Additionally, our campus network gives you access to more than 43,000 eBooks and more than 60,000 journals.

The campus network also offers access to several specialised databases if you want to search for literature, journals and articles. We also help you in finding and acquiring current industrial standards. Should you require further assistance, please do not hesitate to contact our staff.



## Bernburg campus library

The **campus library** can be found within the main building of the campus at Strenzfelder Allee. The circulation desk is located on the second and the reading areas on the third and fourth floors.

Contact the circulation desk directly by calling 03471 – 355 56 90 or via **e-mail**.

Postal address:  
Hochschule Anhalt | Hochschulbibliothek, Strenzfelder Allee 28,  
06406 Bernburg

### Opening hours:

During semesters, the library is open from:

Mo-Thu	9:30 am – 7:00 pm
Fr	9:30 am – 3:00 pm

From 5:00 pm to 7:00 pm, you may also use the self-checkout terminals for borrowing or returning items at your convenience.

At the library's entrance, you can also find a container for returning items, which is accessible until the main building closes.

Overview maps help visitors to understand the system in which the books have been arranged.

Books marked with a black dot are part of the library's non-lending collection and may only be taken outside the library's premises in special circumstances. Books acquired before 1999 are arranged by year and shelf number.

Please note changes in opening hours during the semester break.

## The campus library in Dessau

The **Dessau** branch of the Anhalt University library is situated on the ground floor of the "Bibliotheken am Bauhaus" at Gropiusallee 34, Dessau.

Contact the circulation desk via **e-mail** [ausleihe.de@hs-anhalt.de](mailto:ausleihe.de@hs-anhalt.de) or at +49 (0) 340 5197 5688.

Postal address:  
Hochschule Anhalt | Hochschulbibliothek, Postfach 2215, 06818 Dessau

### Opening hours:

During semesters, the library is open from:

Mo-Thu	9:30 am – 7:00 pm
Fr	9:30 am – 3:00 pm

From 5:00 pm to 7:00 pm, you may also use the self-checkout terminals for borrowing or returning items at your convenience.

Books marked with a white label are part of the library's non-lending collection and may only be taken outside the library's premises in special circumstances.

Please note changes in opening hours during the semester break.

## Köthen campus library

The **Köthen** branch of the Anhalt University library, which is also the library's main branch, is situated in the university's historical "Red Building" 01 at Bernburger Straße 57. Please visit us on the third floor.

Contact the circulation desk via e-mail or at 03496 67 56 27.

Postal address:  
Hochschule Anhalt | Hochschulbibliothek, Bernburger Straße 52-57,  
06366 Köthen

### Opening hours:

During semesters, the library is open from:

Mo-Thu	9:30 am – 7:00 pm
Fr	9:30 am – 3:00 pm

From 5:00 pm to 7:00 pm, you may also use the self-checkout terminals for borrowing or returning items at your convenience.

During opening hours of the reading room, media may be borrowed or returned at the self-checkout terminal.

Please note changes in opening hours during the semester break.

## Library rules and regulations

### Directions for use (abbreviated)

The library of Anhalt University of Applied Sciences is an academic library. Citizens, students and staff of Anhalt University of Applied Sciences are eligible to use its service.

### Registration

You can register with the library at the circulation desk of any branch. Your registration is valid for all of the library's branches. To register you need a completed copy of the registration form as well as either a valid ID card (Personalausweis) or, if you are a foreign national, your passport and official proof indicating your place of residence.

### Lending

Books from the lending collection are generally available for four weeks (lending periods may differ in special cases). You may make reservations for items currently in circulation; we will inform you as soon as the item has become available. Materials from other branch libraries can be procured on request.

### Digital reminder – the Book Buzzer

If you are a user of the library, you are entitled to use the Bücherwecker (Book Buzzer) service, reminding you of your impending return deadlines via e-mail: To that end, please register on this website ([www.buecherwecker.de](http://www.buecherwecker.de)). Registered users may use this service to conveniently manage borrowed material via their library account. This service is free of charge.

## Extensions

### Digital renewal – your online user account

Your **user account** provides an overview of the items you have borrowed and their respective deadlines. Your deadlines can be renewed via your user account.

You can access your online user account by clicking the „Benutzerkonto“ button on the Web OPAC of Anhalt University Library.

You will need the number written on your library card (starting with 3329.....). Your initial password consists of the first three letters of your surname (separate ligatures and umlauts – write muel for Müller and so forth). You may want to change your password. PLEASE NOTE: In case you lose your changed password, you will have to have it reset by the library staff.

Whether you extend your period of loan digitally or at the circulation desk, please ensure everything is correct, because you are responsible for keeping your deadlines.

**Overdue fines** according to the Rules on the Collection of Library Fees:

- 1st reminder: 2.00 €
- 2nd reminder: 5.00 € (plus 1st reminder)
- 3rd reminder: 10.00 € (plus 1st and 2nd reminder)

**Please note:** You may not extend your deadline if

- it has already passed,
- you have already renewed your loan seven times or
- there is a pre-existing reservation for your item.

### Extension by phone or e-mail:

Bernburg: tel.: 03471 355 5690; e-mail: [ausleihe.bbg@hs-anhalt.de](mailto:ausleihe.bbg@hs-anhalt.de)

Dessau: tel.: 0340 5197 5688; e-mail: [ausleihe.de@hs-anhalt.de](mailto:ausleihe.de@hs-anhalt.de)

Köthen: tel.: 03496 67 5627; e-mail: [ausleihe.koet@hs-anhalt.de](mailto:ausleihe.koet@hs-anhalt.de)

### Change of address

Please remember to notify us of any changes to your address.

## User training

On request, user training is available to newly registered users at the beginning of each semester. Library staff will also provide information at any time.

## Interlibrary Loan

### End-user / digital

Being a user of the library of Anhalt University of Applied Sciences entitles you to use digital interlending as offered by GBV (Common Library Network). You can order books listed in the common catalogue „GVK“ either through your library or, if you have an interlending account, online by yourself. When registering for this account, you deposit a sum of money, 1.50 € of which are deducted per interlending order.

Your library informs you as soon as your desired items are available. Returnable items are returned by your library branch. Items from journals are sent to you as a copy you can keep. Additional charges (postage, printing costs for journal articles exceeding 20 pages) are to be borne by the user. Interlending for university staff is invoiced to the department concerned.

Please also visit <http://www.gbv.de/> for further information.

Inquiries to Gabriele Zieglgänsberger, tel.: 03496 67 5629, or your local library staff.

If you require items not available to interlending or in time, you may use the document delivery service. Unfortunately, this service is not free of charge.

## Recommending items for acquisition

Employees of Anhalt University of Applied Sciences may suggest items for acquisition by the library. We require the following information:

- author
- title
- publisher, place of publication, edition, year of publication
- ISBN
- your name and department

Please send the above information to one of the following addresses:

E-mail to the branch library in Bernburg  
ausleihe.bbg@hs-anhalt.de  
(tel.: 03471 355 56 90 fax -5623)

E-mail to the brach library in Dessau  
ausleihe.de@hs-anhalt.de  
(tel.: 0340 5197 5688 fax -5617)

E-mail to the branch library in Köthen  
ausleihe.koet@hs-anhalt.de  
(tel.: 03496 67 5611 fax -5690)

or use the following [online-form](#)

## Theses

According to the “regulations on archiving and publication of students’ final papers” (German), dated 17 June 2009, all students are required to submit their final papers to the library free of charge. This applies to any and all student theses, whether diploma, master or bachelor theses or even dissertations created in joint procedures with affiliates of Anhalt University of Applied Sciences and supervised in primary or auxiliary capacity by professors of said university. Please note:

Every thesis (submitted in PDF on CD) must be accompanied by the archiving protocol in duplicate, signed by both the author and the doctoral advisor, and by the bibliographic description.

The library ensures archiving and publication as well as registration of the work in appropriate library catalogues.

Optionally, with the permission of both author and peer reviewer, works may be released as digital documents (Open Access) on an ongoing basis. For further information, please consult the amendment to the regulations on archiving and publication of students’ final papers.

Work that is subject to a restriction note is treated accordingly.

### Allocation of an ISBN to printed and digital media

The university library maintains and allocates ISBNs for printed and digital publications of Anhalt University of Applied Sciences. Should you require these services, please fill in the form and contact the library.

Upon receipt of an ISBN, you commit yourself to submitting six copies of your printed publication to our library free of charge, three of which will be forwarded to the state library and the German National Library as is statutory. The remaining three copies are added to the collection and catalogues of this university library.

On request, we will distribute further copies to other institutions as part of the publication exchange programme of university libraries. Please also note that the ISBN must be visibly indicated in both printed and digital works:

#### For printed publication, display the ISBN:

- adjacent to the copyright notice;
- failing that, at the bottom of the half-title;
- at the bottom of the back cover or dust jacket.

#### For digital publication, display the ISBN:

- on the title screen: this is typically the first screen displayed on CD-ROMs and online publications;
- failing that, on whichever screen is displayed first and/or the one displaying the copyright notice.

### Digital university library, Saxony-Anhalt

The digital university library of Saxony-Anhalt provides the members of the Land's academic or scientific institutions with the opportunity to freely and permanently publish their papers in the internet. In this fashion, online versions of digital publications and theses may be linked directly from the library catalogue. In addition, the search function on the pages of the digital university library grants access to any open-access publications (such as dissertations or final papers) of participating institutions.

If you have any questions regarding your publication, please contact: [publikationen@hs-anhalt.de](mailto:publikationen@hs-anhalt.de)

## Searching literature

On these pages, we offer a variety of options for your research: Catalogues are bibliographic inventories of libraries. The digital consolidation of multiple catalogues allows for a thorough online search of books and magazines, which can then be viewed digitally, lent from the library or acquired via interlending or document delivery services.

Multiple catalogues for searching through magazines and articles are at your disposal.

DBIS ([DataBaseInformationSystem](#)) offers multiple options for searching specialised data.

More advice on a successful search for specialised information can be found in the section "Specialised Information".

## HSB's digital repertoire

Anhalt University of Applied Sciences offers online access to many books, magazines and databases via campus licenses. When using university computers or connecting your computer to the campus network during your search, you will directly be linked to full texts taken from licensed books and magazines.

This service is also available from outside the campus network! To access the digital repertoire, you only need to change some settings in your browser and to log in (please note that due to legal right of use, this doesn't apply to all publications and databases).

For further information, please read "Remote Access Info".

At present, our repertoire includes:

- [beck-online](#) (only available within the campus network!)
- [Springer LINK](#) packages: [Medicine](#) (2005-2008), [Economics and Finance](#) (2013 -), [Business and Management](#) (2013-), [Chemistry and Materials Science](#) (2005-) as well as German publications in the fields of [Engineering and IT](#) (Technik und Informatik) (2006-), [Natural Sciences](#) (Naturwissenschaften) (2009-) and [Economics](#) (Wirtschaftswissenschaften) (2014-)
- [wiso-Wirtschaftswissenschaften](#) (Economics)(only available within the campus network!)
- [IEEE Xplore](#)

## Searching the catalogue

The **OPAC** (Online Public Access Catalogue) of Anhalt University of Applied Sciences allows you to search the collection of HSB for your desired literature. The simple search enables you to look for a certain keyword, which may also be filtered by "topic", "author", etc. The "advanced search" allows you to select multiple criteria and keywords and to specify the type of medium. Media found in the open access and reading areas have systematically been arranged in subject groups (notation) and signatures and may be lent freely, as long as they have not been marked as part of the non-lending collection. In case the desired item is currently not available at any of our branch libraries, we will gladly procure it for you!

**GVK** is the freely-accessible part of the Union Catalogue ("Gemeinsamer Verbundkatalog") of the Common Library Network ("Gemeinsamer Bibliotheksverbund" GBV). It contains the collections of the interlinked libraries of the following Länder: Bremen, Hamburg, Mecklenburg-Western Pomerania, Lower Saxony, Saxony-Anhalt, Schleswig-Holstein and Thuringia as well as the collection of the Prussian Cultural Heritage Foundation („Stiftung Preußischer Kulturbesitz“) and the German National Library's resources that are relevant for interlibrary loans and direct delivery. GVK covers more than 32.7 million items with over 70.7 million location details, including on books, magazines, essays, congress reports, microforms, electronic documents, storage media, sheet music, maps etc.

**GVK Plus** is the Common Union Catalogue - including online contents which may be accessed using the University's campus network or via remote login. It lists all printed and digital media as well as separate magazine articles of all the libraries linked and possibly includes direct links to full articles. Items that can't be found in our collection may be ordered via interlibrary loan.

**Karlsruhe Virtual Catalogue** ("Karlsruher Virtueller Katalog" KVK) is a meta catalogue that references more than 500 million books and magazines in library and bookstore catalogues worldwide. Usually, the system searches all chosen catalogues. From the short title list you will then be redirected to the original full title view of the respective system or catalogue.

## Search for periodicals

Amongst other things, OPAC provides comprehensive information on the library's collection of periodicals. Limit your search to "periodicals" (printed or digital) in the advanced search settings to search the catalogue for periodicals only.

Another effective means of finding digital periodicals is offered by the **EZB**, the Electronic Journals Library. This service collects periodical publications in a central database and allows for a cooperative collection of journal titles, displaying them in a single unified interface. References directly link to the full text of articles in subscription (licensed) journals and free-access e-journals. The site further offers several search filters.

**ZDB** (Journal Database) is the world's largest database of titles and location details of papers and periodical publications. It contains records of both printed and digital media. In total, the database holds information on more than 1.7 million books dating back as far as the 16th century, listing more than 13.6 location details of approximately 4,400 German libraries. While ZDB does not contain essay titles, it links to licensed digital sources via EZB location details.

Visit the "current periodical subscriptions" for a list of printed journals we are subscribed to at present. These are available in the reading rooms of our libraries, or online if a digital version is available.

Anhalt University of Applied Sciences allows its students and lecturers alike to access a multitude of specialised databases and other electronic sources.

Within the database info system ("Datenbank-Infosystem" DBIS, German only), you will find all databases licensed by Anhalt University of Applied Sciences as well as a multitude of freely available databases. First steps:

- pick a database that fits your subject
- the chosen database will be detailed in a short summary
- the link leads directly to the search engine of the specialised database

Additional information and advice about searching in specialised databases can be found here:

- Finding specialised information
- Finding databases



### Standards in our inventory:

For your online research you may use the freely-accessible databases of the publisher **Beuth Verlag** <https://www.beuth.de/de>. In the libraries themselves, you may use a comprehensive collection of DIN-pocketbooks, single standards and technical regulations. Please refer to the information desk.

### ieee explore:

The **IEEE** is considered the the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity.

The Anhalt University Library subscribes to: IEEE/IET Electronic Library (IEL). This online subscription includes access to the full-text of IEEE content published since 1988 with select content published since 1872 from:

- IEEE journals, transactions, and magazines, including early access documents
- IEEE conference proceedings
- IET journals
- IET conference proceedings
- IEEE published standards
- IEEE Standards Dictionary Online

### Researching standards and technical regulations:

Full text VDE Regulations (Association for Electrical, Electronic & Information Technologies, "Verband der Elektrotechnik, Elektronik und Informationstechnik") are available at the work station at the library in Köthen.

Our staff can help you to arrange additional database searches.

### Finding, acquiring and searching for specialised information

Georg Simmel: "Truly knowledgeable is he who knows where to find what he does not yet know."

Human knowledge multiplies itself in ever shorter intervals. The quantity and complexity of information materials and sources keep growing, progressively increasing the density of the information jungle.

In this section you will learn

- how to search for and find specialised information effectively;
- where to find a database that fits your subject and
- where to gain knowledge about information search and acquisition as well as scientific workflows and research techniques.

### Know where? - Finding specialised information

You are looking for scientific publications in the shape of books, specialised journals, professional articles, patents, congress reports, company details ...

### Where to find what.

#### Find

books, journals... in OPAC and the Union Catalogues, as **GVK** and **GVK+**.

#### Find

recent professional articles from Journals... in **OLC** (with Online Contents) and specialised databases.

#### Pick

the suitable database from within the database info system (DBIS) (German only)

#### Please note...

Aside from the specialised databases, DBIS also lists collections of trade directories, professional internet portals, dissertation directories, dictionaries, encyclopaedias, reference books and scientific search engines, such as Google Scholar.

## Picking the “right” database

The **Database Info System (DBIS)** is proof of and electronic guidepost to scientific databases, web portals and other sources of specialised information.

Depending on the respective type of database, they include bibliographic details of books, essays and other sources of information as well as those of full texts, facts, details about companies and addresses.

## What can be found in DBIS?

DBIS allows you to access all databases licensed by Anhalt University of Applied Sciences as well as multiple freely-accessible online databases.

The databases can be accessed and searched directly in DBIS.

## How to search in DBIS

DBIS offers several options on how to find useful databases for your search:


**subject overview:** alphabetically ordered list of all databases that match the subject;


**quick search:** accessing a database by typing its database key or keywords matching the database's name;

**advanced search:** allows you to combine several search criteria. detailed information about a database's contents, its reference period, its availability, help functions etc. can be found in the database's full view.

## How to use databases available via DBIS

The availability of databases found in DBIS is indicated as follows:

 freely-accessible: can be accessed freely

 campus network: online database licensed by Anhalt University of Applied Sciences

 free within Germany (national license): national license sponsored by DFG.

## About national licenses

With support from the German Research Foundation (Deutsche Forschungsgemeinschaft DFG), Anhalt University of Applied Sciences has acquired licenses for digital publications of several subjects. These include databases, digital magazine archives and e-book packages from scientific publishers. More details can be found here: [www.nationallizenzen.de](http://www.nationallizenzen.de)

## Know how? - Learning to research

Efficient and appropriate use of search tools and information sources, knowledge about search strategies, but also good judgement in terms of the information's quality are needed to extract relevant specialised knowledge from the vast amount of available information.

Information literacy—important key skill for successful learning, studying and researching—provides the basis for self-reliant and efficient acquisition and evaluation of information.

Various learning modules and tutorials provide assistance in acquiring information literacy and in learning scientific work and research techniques.

Database tutorials and videos inform about the function of selected databases and provide information about performing searches and providing documents.

### These tutorials are helpful to gain expertise on information literacy

**LOTSE** – Your guide to literature search and scientific work (published by Münster University and State Library)  
LOTSE (interdisciplinary) provides help with scientific working techniques and supports information search.

**DOT** – Düsseldorf Online Tutorial (Learning module + information literacy test) (a service by Düsseldorf University and State Library)  
This tutorial guides users systematically from questions regarding topics, over literature search and literature procurement, through to copyright questions, citation systems and literature administration.

**VISION** - Online-Tutorial on scientific work  
(by Universitätsbibliothek der TU Hamburg-Harburg)

## Know how? - How databases work

In this section, you find online tutorials for selected professional databases, videos and other useful items on how databases work; they provide advice on search requests, research, and issuance of documents.

Literature management systems assist in preparing and processing bibliographical references and quotations.

**SCOPUS:** Scopus is the world's largest abstract and citation database of peer-reviewed research literature. With over 22,000 titles from more than 5,000 international publishers.

You can use this free author lookup to search for any author; or, use the Author Feedback Wizard to verify your Scopus Author Profile. Register for your unique ORCID and use Scopus to import your records.

### IEEE/IET Electronic Library (IEL)

Featuring content from IEEE as well as the Institution of Engineering and Technology (IET), IEL contains almost one-third of the world's current literature in electrical engineering, communications, and computer science.

### WTI Databases:

Since the founding of WTI they have focused on fast access to scientific-technological information. WTI has become a leading provider of application-oriented knowledge and practice-oriented research results for academia and industry. WTI is not part of any publishing company and thus works fully independently while providing you with a complete scope of certified and unimpeachable contents. Which problem are you currently working on?

**Youtube Introduction to databases:** <https://www.youtube.com/watch?v=Q2GMtluaNzU>

