Guide
University Library and Computer and Media Service
Dear professors,  
dear staff members,  
dear ladies and gentlemen,

the University Library (UB) and the Computer and Media Service (CMS) team would like to bid you a cordial welcome to Humboldt-Universität. We hope your time at the University will be successful and fulfilling; and that you will be able to combine profound knowledge and academic excellence together with a pleasant working experience.

The following guide is designed to inform you of the special services on offer from the University Library (UB) and Computer and Media Services (CMS) for Humboldt-Universität staff members. It should also form the basis for a pleasant professional relationship. We see ourselves as mediators of information at Humboldt-Universität and consider this guide to be the start of a long-lasting academic relationship. Please do not hesitate to contact us if you are interested in any of the offers mentioned in this guide. We look forward to your visit.

Sincerely Yours,

The University Library (UB)  
Computer and Media Services (CMS)
UB and CMS from A to Z

Accessibility: Services for disabled people
Extended lending periods
Disabled people can make use of extended lending periods. For this purpose, please present your disability certificate when registering for a library account. You can lend all holdings marked as „for issue“ for a period of three months.

Using reference holdings
Non-lendable reference holdings of all branch libraries can be delivered on demand to one of the following libraries:
- Jacob-und Wilhelm-Grimm-Zentrum
- BL Science / Erwin-Schrödinger-Zentrum
- BL Campus Nord

All three branch libraries offer barrier-free access and workstations for physically disabled or visually impaired people. Registered users can either contact staff on-site.

Assistance with literature compilation
People who cannot independently take material out of the shelves can approach our staff for support during the service hours of the branch library. We are happy to compile the necessary literature for you. Please send us a list with the respective call numbers in advance or hand one in at one of the service desks.

A detailed overview of our services for disabled users can be found here:
www.ub.hu-berlin.de/barrierefreiheit
In case of any queries, feedback or criticism please contact barrierefreiheit@ub.hu-berlin.de

AGNES – Online Courses and Examinations
In AGNES – the Online Courses and Examinations portal – students will find all courses offered. It is the course catalogue of Humboldt-Universität, but AGNES can take this a step further, allowing teachers to upload and update their courses. If a course has limited student places available or if a course is offered on several alternative dates within a semester, AGNES lets you set up online registration and limit the number of participants. After the course participants have been selected, teachers can access the lists of participants in AGNES. Teachers may also contact their students via this system. Apart from course management, AGNES offers teachers examiner functions, i.e. viewing and grading of assignments for their own examinations.

AGNES – step by step
Apply for an HU account under: https://www.cms.hu-berlin.de/portale/mitarbeiter/ If you want to view your courses in AGNES and update them, communicate your account to the AGNES administrators of your unit/department and inform them that you wish to use AGNES as a teacher. They will grant you the necessary access rights, provided this is common practice at your unit.
If you want to use the examiner functions in AGNES, you should inform the examination office of your unit. Your examination office will then take the necessary steps.
Login into AGNES: Immediately after login you will find the functions you will use most often for your teaching purposes in the left menu bar. Further functions may be selected from the other menu options.
If you have any further questions please use the help page (http://agnes.hu-berlin.de/hilfe) after logging into AGNES or contact the AGNES support team directly at agnes@hu-berlin.de.
https://agnes.hu-berlin.de
Applying for an HU account
In order to open an HU account, please submit an application in writing to CMS User Services. You will find further information and a downloadable PDF of the application form (under “Account, application/activation”) at the following web address:
https://www.cms.hu-berlin.de/de/portale/mitarbeiter/

Appointment-related funds/Third-party funds
Procurement and administrative processing of materials financed from appointment-related or third-party funds is made by the branch library in charge of the department concerned. You may decide whether materials are to be held in the University Library or as a personal reserve shelf according to the conditions stated below (see Personal reserve shelves).

Book suggestions
The University Library welcomes the assistance of teachers suggesting materials oriented towards research, teaching and study requirements to be included in the collection. Book suggestions may be submitted at any time to the reference librarian in charge using the online form.
http://www.ub.hu-berlin.de/anschaffungsvorschlag

Calendar service
The administration of individual appointment calendars, invitation management, maintenance of an individual address book and task list are all possible via this service. Access can be through separate applications available for Windows, MacOS and Linux, or a web interface as required. Synchronisation with various mobile terminals is possible.
https://hu.berlin/kalender

CMS User Services
Please contact our CMS User Services for all questions regarding the use of computers and HU accounts. We will gladly put you in contact with our experts.
https://www.cms.hu-berlin.de/de/portale/mitarbeiter/

Deposit copies
The University Library also showcases the research results generated by the scholars of Humboldt-Universität. We offer you the opportunity to permanently archive a copy of your work, provided you send us deposit copies of your publications.
http://www.ub.hu-berlin.de/geschenkannahme

Digitisation orders
Upon request, copyright free books from the holdings of the University Library are made available to researchers of Humboldt-Universität by EOD service (E-Books on Demand). For a digitisation order please contact us at:
ub.digitalisierung@ub.hu-berlin.de

Electronic resources
The University Library has licensed a large range of electronic journals, e-books, databases and other resources. As a staff member of Humboldt-Universität you may access most of the electronic resources licensed by the University Library via VPN (virtual private network) even from outside the University. Please contact the CMS for the most appropriate technical solution.
https://hu.berlin/vpn
HU Box – Cloud Storage
The HU Box, based on the software Seafile, is a secure and also mobile storage for files. All files are in one place (in the data center of the CMS) and can be accessed worldwide from any net-enabled device. The HU Box allows file sharing and collaboration for groups and provides a personalized and synchronized data storage. Files can also be shared with HU externals to enable a cross-institutional collaboration of researchers and research groups. Further information: https://hu.berlin/hu-box

Startpage HU Box: https://box.hu-berlin.de

Interlibrary loans
You may borrow items not available at the University Library via interlibrary loan from other libraries. The University Library will bear any related expenses.
http://www.ub.hu-berlin.de/fernleihe

Loan conditions
UB loan conditions may vary from branch library to branch library. Please ask on site.

Late fees
Pursuant to the UB Borrowing and Loan Policy, all users (including professors) who exceed a loan period will be charged a late fee. Per item, this fee will amount to € 2.00 at the first stage, a further € 5.00 at the second stage, and then a further € 13 at the third stage.

Library card
As a staff member of the Humboldt-Universität, you can apply for a special (orange) library card. It is visually distinct from other library cards and is instantly recognisable as having special borrowing privileges. At first it is necessary to register online via „opt-in“. This card is available at every UB branch and will be automatically renewed by IDM. For professors, we have introduced a special primary and secondary card system. This allows you to assign secondary account users who will have a card to your account and will be able to perform actions on your behalf, e.g. borrowing books. However, the responsibility for potential losses or late fees remains with you. Lending of books is only possible with a valid email address in the user account.
https://almacon.ub.hu-berlin.de/shibboleth/optin

Loan periods
Staff members of Humboldt-Universität are allowed longer loan periods than other users. The standard loan period is 56 days, which can be extended to 6 months, if an item has not been reserved. Short or day loans are limited to 28 days. The Law branch library has shorter loan periods.
For further details regarding individual loan conditions please contact us in person.

Non-lending collections
Reference books, items in high demand, historical collections and periodicals are not on loan and can only be viewed on site.

Number of loans
Professors and other staff members of Humboldt-Universität may borrow up to 100 items from the University Library and all its branches at any one time.
Medien-Repositorium
With the Media repository, the CMS provides a new system for managing digital media data. Besides images and text, audio and video content is also directly supported. By using the system, the data can be subsequently used in other systems – in social networks, for example. The system manages a wide range of file formats and metadata. It stores and sorts media data and helps organise work with it. This enables both open online presentations and collaborative work with closed working groups. The Media Repository assists both smaller teams and larger research projects with the administration and long-term backup of media content. We offer you the Media Repository as part of the development phase and invite you to take part in a pilot group.
https://medien.hu-berlin.de

Moodle: Online course management / Organisation platform
Moodle is used to support courses, projects, working groups and university bodies – i.e. where web-based communication and the availability of digital course materials make work easier. It is possible to upload files and to set links to external webpages. Apart from that, features may be added by you as required: forums, Wikis, glossaries, surveys, assignments, tests and others. Staff members of Humboldt-Universität (HU account) and visitors (self-registration with e-mail address) may work together with Moodle. Admission to single course rooms is flexible depending on registration methods, roles and rights assigned.
http://moodle.hu-berlin.de

Open Access
Open Access means free and public access to scientific results via the Internet. Users have unlimited access to read, copy, distribute, print, search in, refer to and use full text versions in any other legal way they like - without hitting financial, legal or technical barriers. Please contact our team (openaccess@ub.hu-berlin.de) if you have any queries about open access publishing or if you need help understanding the different models of open access.
https://www.ub.hu-berlin.de/oa

Ordering materials from other libraries (Subito)
You may order items from other libraries online via the Subito document delivery service. The University Library will bear the related expenses provided that the requested periodical or volume is not available at the University Library.
http://www.ub.hu-berlin.de/subito-hu-mitarbeiter

Personal reserve shelves
Personal reserve shelves are holdings financed from appointment-related funds (see above) or third-party funds and purchased by the University Library. They are available for a longer period outside the library, i.e. from professors or in project rooms of Humboldt-Universität. These materials are the property of the University and as such belong to the UB stock. Professors or project leaders are responsible in person for this stock. Please name a contact person to whom questions and requests may be directed.
Materials are purchased via the Jacob-und-Wilhelm-Grimm-Zentrum or by the competent branch library. Periodicals, sequels or loose-leaf publications as well as print doubles are not part of per-
sonal reserve shelves. As a rule, personal reserve shelves should not include more than 100 items. In case of interest please contact your reference librarian (see below).

**Primus Gateway**
Primus is the search portal of the University Library. Thanks to modern search technology, you may search for books, periodicals and journal articles in printed as well as in digital format at the same time with only one search entry. In addition, availability of items is checked and you will be shown how to get printed copies, as well as direct access to digital full texts.

http://primus.ub.hu-berlin.de

**Print and scan services**
The range of services includes laser prints up to A3 oversize format (duplex printing is possible), large size formats up to A0 and banner oversize formats, scanning of reflective items and folding of paper formats up to A3. Depending on the size of a print job a contribution to printing costs may be asked. If you have any questions regarding layout/graphical design please do not hesitate to contact us.

https://hu.berlin/printsers

**Publishing online – edoc server**
The document and publication server provides the organisational and technical general conditions for the electronic publication of scientific documents. As part of this joint offer from the Computer and Media Service and the University Library, scientific documents of high relevance are provided via the internet for research and teaching purposes, with adherence to quality standards. The edoc server represents the technological basis for implementing the ideas formulated in the Humboldt-Universität zu Berlin Open Access Declaration.

http://edoc.hu-berlin.de

**Reproduction services (print, scan, photocopy)**
The University Library has transferred photocopying and other reproduction services to Ricoh, Copy, Print@nd more. Payment is made with a MensaCard. You may get MensaCards for this purpose from the secretary’s office of your department. Printing and photocopying is not permitted in the research reading room of the Jacob-und-Wilhelm-Grimm-Zentrum. Only scanning is allowed – please bring your own USB stick.

**Research Data Management**
The Research Data Management Initiative advises and supports scientists, research groups and projects as well as university departments in the management and digital preservation of their research data. Furthermore the Initiative offers workshops and provides information material about its services.

https://hu.berlin/dataman

**Research reading room at the Jacob-und-Wilhelm-Grimm-Zentrum**
In the research reading room of the Jacob-und-Wilhelm-Grimm-Zentrum items from valuable historical holdings and special collections are available for viewing but cannot be taken off site. The freely
accessible non-lending collections focus on the cultural, social and humanities history of the 19th century (under construction). The holdings and special collections are managed by the Historical Collections unit that will gladly help you with your search. In the research reading room, workstations are reserved for professors, staff members of Humboldt-Universität and doctoral students. http://www.ub.hu-berlin.de/forschungslesesaal

Returning materials to UB branches
Items belonging to the Grimm-Zentrum, Erwin-Schrödinger-Zentrum and Campus Nord and Branch Library of Foreign Languages/Literatures may be returned to any of the four branches named. All other materials must be returned to the branch library from which they were borrowed.

Semester collections
The University Library offers semester collections of those books students should read for their courses. At the branch libraries, please contact the library staff in time regarding the library’s procedure. At the Grimm-Zentrum, please submit your reading list by 15 March (for the summer semester) or by 15 September (for the winter semester) to semesterapparat-gz@ub.hu-berlin.de. Please always give your name and the name of your department and the AGNES course number. Please also give all bibliographical data, including call number and, if necessary, the holding branch library. You can also specify which titles should be purchased.

Termination of employment with Humboldt-Universität
Concerning former staff members of Humboldt-Universität, the University Library makes a distinction between those who have moved to another institution and those who have left Humboldt-Universität to go into retirement (this also includes emeriti).

Moving to another institution
Of course you may continue to use the University Library – but we will no longer be able to grant you special borrowing privileges. The handing over of personal reserve shelves from one professor to another may only be done through the University Library and not by the professors directly.

Retiring from Humboldt-Universität
You will continue to benefit from most of the borrowing privileges granted to staff members of Humboldt-Universität, with the exception that you will now only have on-site access to our electronic resources. You will also no longer be able to add any secondary cards to your primary library card.

Tours
At the beginning of the semester the University Library offers introductory events at many branches. We will also gladly hold highly specialised introductions as part of your course. For information events aimed at tutor groups or students in higher semesters, please contact the reference librarian in charge or the head of the branch library directly.

https://www.ub.hu-berlin.de/fuehrungen_und_schulungen

Using public computer workstations
The public computer workstations (öCAP) in the Grimm-Zentrum (Mitte) and the Schrödinger-Zentrum (Adlershof) as well as in the other branch libraries may be used by all staff members having a Windows or a library account. You may upgrade your HU account to a Windows account with the help from your IT officer. With the Windows account you can surf on the Internet, use the entire ran-
ge of software and print on every printer available on the campus. Furthermore, your HU account offers a personal home drive and e-mail address not included in the library account.
https://www.cms.hu-berlin.de/de/portale/mitarbeiter/

Video conferences
For worldwide video conferences with partners at home and abroad, staff members of the Humboldt-Universität can book rooms of varying sizes on either Campus Mitte or Campus Adlershof.
https://hu.berlin/videoservice

WLAN – The network of Humboldt-Universität
The Wireless LAN (WLAN) of Humboldt-Universität allows all staff members and students to connect their (own) mobile devices (notebooks, tablets, smartphones etc.) to the Internet. This requires an HU account (https://www.cms.hu-berlin.de/de/portale/mitarbeiter/) and a WLAN/WPA2-compatible device. Humboldt-Universität is a member of the worldwide “education roaming” access system – in short: eduroam – (www.eduroam.org). This allows you login to the WLAN network via your HU account, even when you’re at other member institutions. Aside from eduroam, the HU-VPN-WLAN also offers access to the HU network, provided you have an HU account.
https://wlan.hu-berlin.de

Contact – Computer- and Media Service

USER SERVICE / HU ACCOUNT
Erwin-Schrödinger-Zentrum
Rudower Chaussee 26, room 2’117
12489 Berlin
Tel.: 030/20 93-70 000
E-mail: cms-benutzerberatung@hu-berlin.de
https://www.cms.hu-berlin.de/de/portale/mitarbeiter/

Service hours:
Monday – Friday, 8.00 – 20.00

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https://wlan.hu-berlin.de
Contact – UB reference librarians

Should you have a subject-specific question, or questions regarding book suggestions, the compilation of personal reserve shelves or semester collections, as well as training requirements, please contact the reference librarian in charge directly

http://www.ub.hu-berlin.de/fachreferenten

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<tr>
<td>ZwB Naturwissenschaften</td>
<td>Jacob-und-Wilhelm-Grimm-Zentrum</td>
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<th>HIGHER EDUCATION</th>
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<tr>
<td>Andrea Kullik</td>
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<th>HISTORY OF SCIENCE</th>
<th>LAW</th>
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<tr>
<td>Dr. Yong-Mi Rauch</td>
<td>Dr. Nadja Krüll</td>
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<tr>
<td>030/20 93-99 280</td>
<td>030/20 93-33 55</td>
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<td>ZwB Rechtswissenschaft, Kommode</td>
<td>ZwB Naturwissenschaften</td>
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<tr>
<td>Anna-Katharina Huth</td>
<td>Regina Pfeifenberger</td>
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<td>030/20 93-99 305</td>
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10117 Berlin
Tel.: 030/2093-99 370
E-mail: info@ub.hu-berlin.de
http://www.ub.hu-berlin.de/grimm-zentrum

BRANCH LIBRARY CAMPUS NORD
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Tel.: 030/2093-3232
E-mail: cano@ub.hu-berlin.de
http://www.ub.hu-berlin.de/campus-nord

Opening hours:
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Service hours:
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Tel.: 030/2093-97 25
E-mail: nawi@ub.hu-berlin.de
http://www.ub.hu-berlin.de/esz

Opening hours:
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Sub-branch library Centre for Japanese Studies
Johannisstraße 10
10117 Berlin
Tel.: 030/2093-66 130

Opening hours:
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