

Registration

For the lending of books and other media you need a library identity card. The registration is free.

Where can I get a library identity card?

- at the lending desk [or rather for HTW Students the HSC \(HTW CampusCard\) is regarded as the library card](#)

To register for an identity card you must bring:

- German ID card or passport with official proof of residency and student ID ([except HTW students](#))

Research

Where can I search for library items?

- at the library catalogue „webOPAC“
- databases
- specialised libraries etc.

Introduction to the webOPAC search

- appointment at the „Information desk“ or by phone (Tel.: 5019-3235)

Lending

What can I borrow?

- all items, which are not labelled with „Lesesaal“

What can I not borrow?

- stock with the sticker „Lesesaal“
- journals
- engineer standards, DIN-paperbacks
- loose-leaf-collection

What do I need for the loan?

- the library card

How long can I keep the items?

- 4 weeks (standard lending period)

How many items may I borrow?

- max. 50 items

Inter-library loan

How can I order an inter-library loan?

- via the online catalogue „webOPAC“

Reservation

How many reservations can I make?

- max. 10 reservations

Where can I make a reservation?

- via the online catalogue „webOPAC“ or directly at the lending desk

How do I get informed?

- via E-Mail

Renewal

How often can I renew?

- **3 times** without showing the items ([if there are no reservations](#))

How can I renew a loan?

- Internet (via webOPAC)
 - [your password for the account also applies to the self-service machine](#)
- by phone / fax / e-mail
- in person at the lending desk

Return

When can I return the items?

- until 5 pm at the lending desk
- outside the opening times at the self-return machine

Where can I find the self-return machine?

- building G, 1st Floor, on the left side between stairway and library entrance

Fees

Overdue notices

1. Reminder non-recurring 0,50 € per item and 0,20 € per item and opening day
2. Reminder non-recurring 1,50 € per item and 0,20 € per item and opening day
3. Reminder non-recurring 2,50 € per item and 0,20 € per item and opening day

Inter-library loan

- 1,50 € per activated inter-library loan
 - 40 copied pages are free
 - over 40 copied pages additional costs are calculated by the given library

Lost of the library card

- 5,- €

Lost of the HSC (HTW StudentCard)

- replacement via the student service

Loss of a library item

- buy an equivalent item

Before entering the library

- bags, backpacks and wardrobe must be locked up
- to use the lockers a 1 € coin or a chip (at the lending desk for 0,50 € available) is necessary
- entrainment of food and beverages ([except lockable, transparent water bottles](#)) are not allowed

Collection profile

- Computer engineering
- Communications engineering
- Microsystems technology
- Engineering
- Construction engineering
- Energy management
- Process automation
- Clean technology
- Facility Management
- Apparel design / Apparel technology
- Communications design
- Museology
- Restoration / Excavation technology
- Automotive engineering

Size of stock

- ca. 150.000 volumes / digital Media
- 300 Journals

Use possibility

- 46 work stations / webOPAC
- 30 PC-work stations
- 350 reading room seats
- 17 Carrels (*lockable single workrooms*)
- 3 group workrooms
- 4 self-service machines
- 1 self-return machine
- Helpcenter from the computer center (room 104)
- Copier / Scanner

Library introduction

If I am a student from the HTW?

- at the orientation days of the HTW
- for appointment contact the „Information desk“ (Tel.: 5019-3235)

If I am a colleague / external user

- by appointment contact the „Information desk“ (Tel.: 5019-3235)

Location

Where do I find the library?

Wilhelminenhofstraße 75 A, 12459 Berlin,
Building G, Room 101

Is there a barrier-free access?

- Yes. (elevator available)

Transport connections

- S3 / RE 7 / RB 14 (S-Bahnhof Karlshorst),
Tram 27
- U5 (U-Bahnhof Tierpark), Tram 27
- S9 (S-Bahnhof Schöneweide), Tram 67 /
Tram 63

Contact

Lending Desk: 030.5019-3240
Information: 030.5019-3235
Fax: 030.5019-4342
E-Mail: bibliothek@htw-berlin.de
Website: www.bibliothek.htw-berlin.de

Opening times

Term time	
Mon. – Fri.	9 am – 10 pm*
(* 9 am – 5 pm support by library staff)	

Semester break	
Mon. – Fri.	12 am – 10 pm*
(*12 am – 4 pm support by library staff)	

Library Campus Wilhelminenhof

Lending Desk / Reading room | First information