

Library

Glossary

Authentication

Verification of a user's authorization to access online services, usually by entering an e-mail address and password.

Bibliographic data

Standardized formal information about a publication.

In case of a book, this includes the title, author, place of publication, publisher, year of publication, number of pages, ISBN.

Campus license

Authorization for use of an electronic service (database or electronic journal) by university members. Access to licensed resources may be on-site or remote.

Course reserve

Collection of selected literature related to a particular course or study program. The corresponding titles should always be available for immediate use. Therefore, special conditions for borrowing and consultation apply.

Document server

Full text database where electronic publications of university members (theses, scientific articles, conference papers) can be searched and used.

Visit the [document server](#) of the SRH Berlin University of Applied Sciences

Interlibrary loan

Service provided by libraries to get media not available on site from other libraries within the context of interlibrary loan. There are additional costs for an interlibrary loan order.

Keyword

Term that can be used to search the bibliographic or content description of a document.

SRH Berlin University of Applied Sciences

Library catalog (online catalog)

Digital catalog of media that a library makes available for use. The library catalog contains information on the location and lending status of the media as well as bibliographic data.

Visit the [online catalog](#) of the BSM and BST

Visit the [online catalog](#) of the BSDC

Visit the [online catalog](#) of the SOPA

Library depot

Book depository or media storage of a library. Accessible only for library staff.

Literature management software

Software for the management and further processing of references and citations.

Visit [CITAVI Web](#)

National license

Access right to an electronic information resource, such as a database or electronic journal, that is valid throughout Germany.

Open Access

This refers to free access to quality-checked scientific publications on the Internet.

Open access collection

Stock of a library that is set up in a freely accessible way.

Reference stock

Media stock that cannot be borrowed and may only be used within the library.

Shelfmark

Individual series of numbers and letters created for each media item in the library and according to which media items are arranged in the shelves.

Shelving system

System according to which media are arranged and shelved in libraries.

The holdings at the SRH libraries are arranged according to a subject-related system.

Stock

All media that a library makes available for use and lists in its library catalogs.



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Subject heading

Term that describes the content of a document.