

Remote Access (Off-Campus Access) to E-Resources

- Off-campus access to online databases is a service provided by the [Hertie Library](#) available only to faculty, staff, and enrolled students of the Hertie School.
- To access licensed e-resources, such as e-journals or e-books, remotely, you need to be identified as a Hertie School Library patron.

1. Remote Access Requirements

- In order to use the remote access connection you need to sign in with your library account username and your personalized password for your library user account.
- The **library account username for students** consists of the number 4380 plus your matriculation number.
 - Example: 4380 + sample matriculation number 123456 = library account username 4380123456
- The **library account username for staff members** is the barcode number on the back of your Hertie School identification card or your library user account number.
- When your library user account is set up, a default library account user password is generated automatically:
 1. for **students** the **default password** is the **date of your birthday in DDMMYY format** (no dots, no 19)
 - Example: the default password for the birthday date 20.08.1999 is 200899
 2. for **staff members** the **default password** is **010100**
 3. for **older accounts** the default password may consist of the **first three letters of your last name** (uncapitalized)
 - Example: first name: John, last name: Doe = default password: doe
- As your personalized library account password is required for a remote access connection, the default password for your library user account needs to be exchanged with a password of your own choosing!
- In order to change the default password, please click on the [library user account](#) link underneath the search box on the library's homepage or, when using the [online catalogue](#), click on "[User account](#)".
- If you have already changed your password, then please proceed directly to Step 2.

The screenshot shows the library homepage with the following elements:

- Header:** "Library and information services" with a sub-header: "The Library and Information Services offers faculty, academics, students, staff and visitors access to the campus library, to electronic resources and borrowing privileges."
- Image:** A woman reading a book in a library.
- Contact the LIS team:** Profiles of Christopher Landes (Manager), Anke Reintsch (Associate), and Michael Tressl (Staff).
- Search Section:** "Start Your Search for On/Off Campus Access" with a search box and a "Search" button. A red arrow points to the "Library User Account" link below the search box.
- Library news:** "New library resources in 2020".

link to your library user account on the library's homepage

Search Results Advanced search Saveset User account Help

Hertie School Library and Information Services

search [and] [ALL] All words sort by year of publication approximate search

Electronic Resources Browsing New Acquisitions Logout

Interlibrary Loan Book Purchase Library homepage

Online Catalogue of the Library and Information Service of the Hertie School

Library profile
 The Library and Information Service of the Hertie School (HS) provides access to information on policy (Public Policy, Public Administration), law (Law and Governance) and economics (Applied Economics, Political Economy). Its primary task is to provide information for its students, academic staff and professors as well as to support them in their studies and teachings. The Hertie School is an academic institution founded and supported by the Hertie Foundation.
 The Library spaces and its collection are open to the public and can be used after appointment.
 Please contact library@hertie-school.org

Nothing found at Hertie School? - Alternative search options

link to your library user account when using the online catalogue

Hertie School Library and Information Services

To protect your data you should close this window when you are finished!

data loans reservations costs password

Close

■ borrower identification

send To get access to your borrowerdata you must identify yourself first.
 You can do this by entering your username/number and password.
 Click on the **send** button.

number

password

the library user account login screen

- Once logged in to your account with either one of the default password options, please create a password of your own choosing under "password".

Hertie School Library and Information Services

To protect your data you should close this window when you are finished!

data loans reservations costs password

Close

■ borrower John Doe

user data

name: John Doe
 street: Friedrichstraße 180
 postal code: 10117
 city: Berlin
 e-mail: library@hertie-school.org

under the tab "password" you can change your password

2. Authentication for Remote Connections

- When using the EBSCO Discovery Service to search the library's contents off-campus, you can log in as a Hertie School member with the number 4380 plus your matriculation number (e.g. 4380 + sample matriculation number 123456 = library account username 4380123456) and your personal password in order to have remote access to the library's e-resources.
- You can find the EBSCO Discovery Service's search box on the library's homepage. To use the library's e-resources off-campus, please click on the Search button.

Hertie School Study Research Events News Who we are

Library and information services

The Library and Information Services offers faculty, academics, students, staff and visitors access to the campus library, to electronic resources and borrowing privileges.

Contact the LIS team

- Christopher Landes**, Manager of Library and Information Services
- Anke Reintsch**, Associate Library and Information Services
- Michael Tressl**, Staff Library Information Desk

Library news

New library resources in 2019

Start Your Search for On/Off Campus Access

Search books, eBooks, articles, journals and more.

- To access library E-Resources remotely please find the manual in [Moodle](#).
- [Databases and journals licensed by the Hertie School Library](#)

Library User Account

- When being off-campus, you can click on “Welcome! Guest”-login-link, displayed in the yellow bar on the top of the EBSCO Discovery Service screen, in order to log in as a Hertie School library patron and get full text access to the resources licenced by the library.

Welcome! Guest Please log in for full access

New Search Journal Finder E-Books Library Account Preferences Ask-A-Librarian

Hertie School
Library and Information Services

Keyword Enter any words

Search Options Basic Search Advanced Search Search History

Please enter search terms.

Selected Hertie Library e-Journals

Find all licensed journals in the "Publication Finder": www.hertie-school.org/library

Socio-Economic Review American Political Science Review Journal of Common Market Studies West European Politics Public Management Review Comparative Political Studies Governance European Journal of Political Research International Organization Foreign Affairs Foreign Affairs

link to the login screen for remote access on the homepage of the EBSCO Discovery Service

Welcome! Guest Please log in for full access

 **Hertie School**
Library and Information Services

Keyword ▾

[Search Options](#) ▸ [Basic Search](#) [Advanced Search](#) [Search History](#)

Please enter search term(s).

close-up screenshot of the full-access-link

Hertie School

 **Hertie School**

Anmelden

Terms of use and data protection for use of electronic resources
The use of electronic resources is only permitted to users of the Hertie School with a valid user ID. The ID and the password may not be passed on to third parties. The full texts of the articles or copyrighted parts may only be printed or stored for personal use and research purposes. A systematic download of articles or search results, especially by robots, is prohibited. Articles or other electronic resources may not be passed on to third parties, neither electronically nor in printed form, or used commercially. Please also note the terms of use of the respective publisher. The relevant provisions of copyright law apply. Upon registration, your registration data and thereby personal data are collected (username, computer IP). These are kept for thirty days. This is necessary in order to provide information to the respective publisher in the event of abuse or violation of copyright law. In addition, this is done for the purpose of optimizing the library's needs. The data is encrypted after 30 days. By accepting the terms of use and data protection you declare your consent herein. You can revoke your consent at any time with effect for the future.

I accept the terms of use and data protection.

[Mehr](#)

Hertie Remote Access (Off-Campus Access) to E-Resources [Handout](#)

 HAN by H+H Software GmbH

login screen for remote access

- Your login credentials for being granted remote access are:
 - **for students:** the number 4380 plus your matriculation number (e.g. 4380 + sample matriculation number 123456 = library account username 4380123456) as username and the personalized password for your library user account as password
 - **for staff members:** the barcode number on the back of your Hertie School identification card or your library user account number as username and the personalized password for your library user account as password
- If your login is not working or if you have any questions, please do not hesitate to contact us at library@hertie-school.org or give us a call at +49 (0)30 / 259 219- 409.