



25
YEARS

AMERICAN ACADEMY
IN BERLIN

 *koha*
Your gateway to the world of Berlin libraries

How to Koha

#Registration

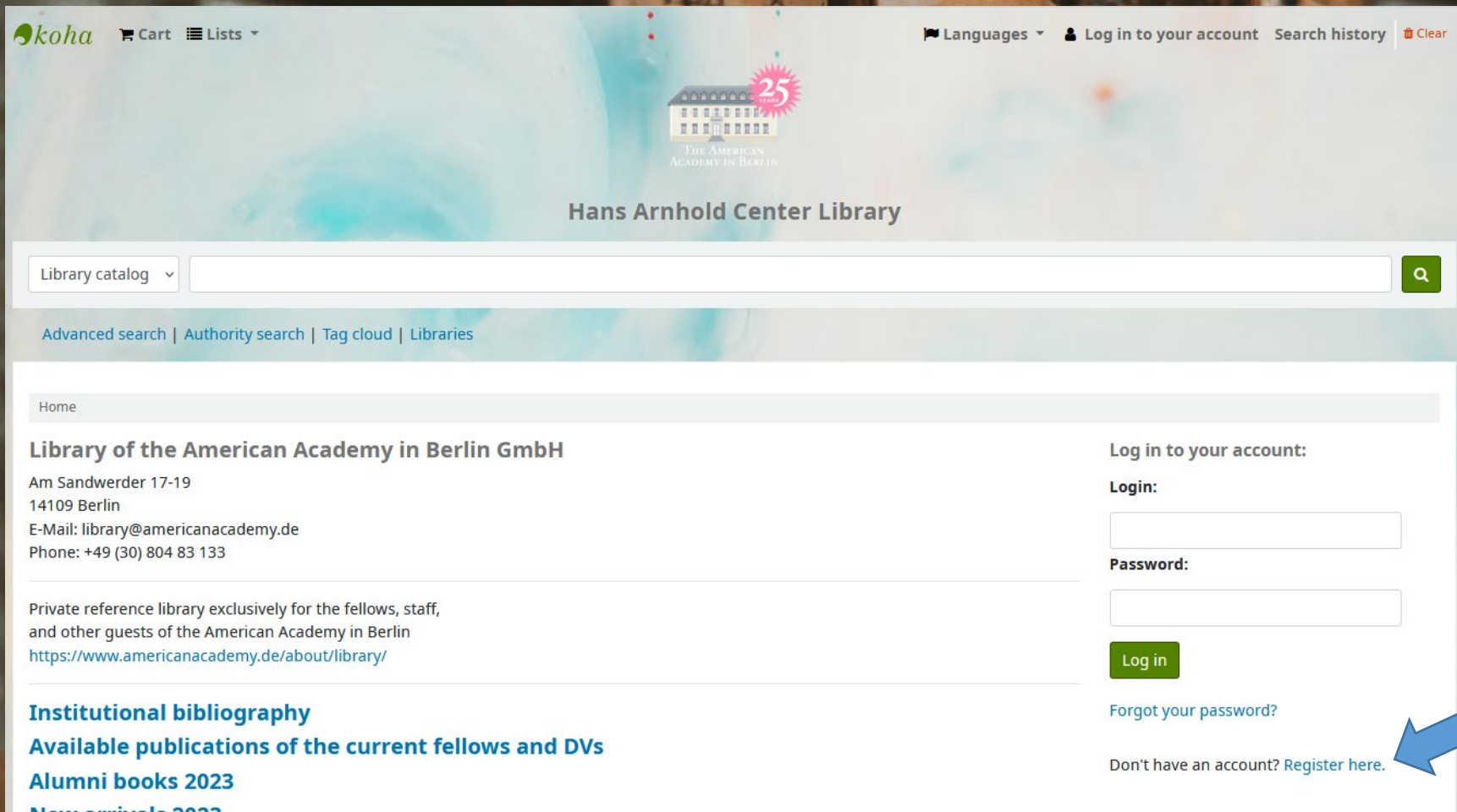
Tema

Who may use the library services at the Academy?

Eligible persons include:

- Fellows
- DVs
- Their Partners & Family Members
- Management & Staff of the Academy

If you don't have a library account, please open the library catalog with the following link <https://catalog.americanacademy.de/>



The screenshot shows the website for the Hans Arnhold Center Library. At the top, there is a navigation bar with the Koha logo, a shopping cart icon, and a 'Lists' dropdown menu. On the right side of the navigation bar, there are links for 'Languages', 'Log in to your account', 'Search history', and a 'Clear' button. Below the navigation bar is a search bar with a dropdown menu set to 'Library catalog' and a search icon. Underneath the search bar are links for 'Advanced search', 'Authority search', 'Tag cloud', and 'Libraries'. The main content area is divided into two columns. The left column contains the library's name, 'Library of the American Academy in Berlin GmbH', its address, contact information, and a description of the library as a private reference library for fellows and staff. The right column contains a login form with fields for 'Login:' and 'Password:', a 'Log in' button, and links for 'Forgot your password?' and 'Don't have an account? Register here.'. A blue arrow points to the 'Register here.' link.

Home

Library of the American Academy in Berlin GmbH
Am Sandwerder 17-19
14109 Berlin
E-Mail: library@americanacademy.de
Phone: +49 (30) 804 83 133

Private reference library exclusively for the fellows, staff,
and other guests of the American Academy in Berlin
<https://www.americanacademy.de/about/library/>

Institutional bibliography
Available publications of the current fellows and DVs
Alumni books 2023
New arrivals 2023

Log in to your account:
Login:
Password:
Log in
Forgot your password?
Don't have an account? [Register here.](#)

Click on „Register here.“ to create your account.

Please fill in all required personal details (surname, name, email) and create a password.

Remember to read and accept the terms of use of library services at the Academy. The terms of use regulate which services are eligible for use, due dates, interlibrary loans, overdues, loss fees etc.

Please note that without a library account borrowing books from the HAC library is not permitted.

Your personal details

Library

Home library:

Identity

Surname:

Required

First name:

Required

Middle name:

Pronouns:

Contact information

Primary email:

Required

Confirm primary email:

Required

Password

Password must contain at least 12 characters, including UPPERCASE, lowercase and numbers

Password:

Required

Password must contain at least 12 characters, including

Confirm password:

Required

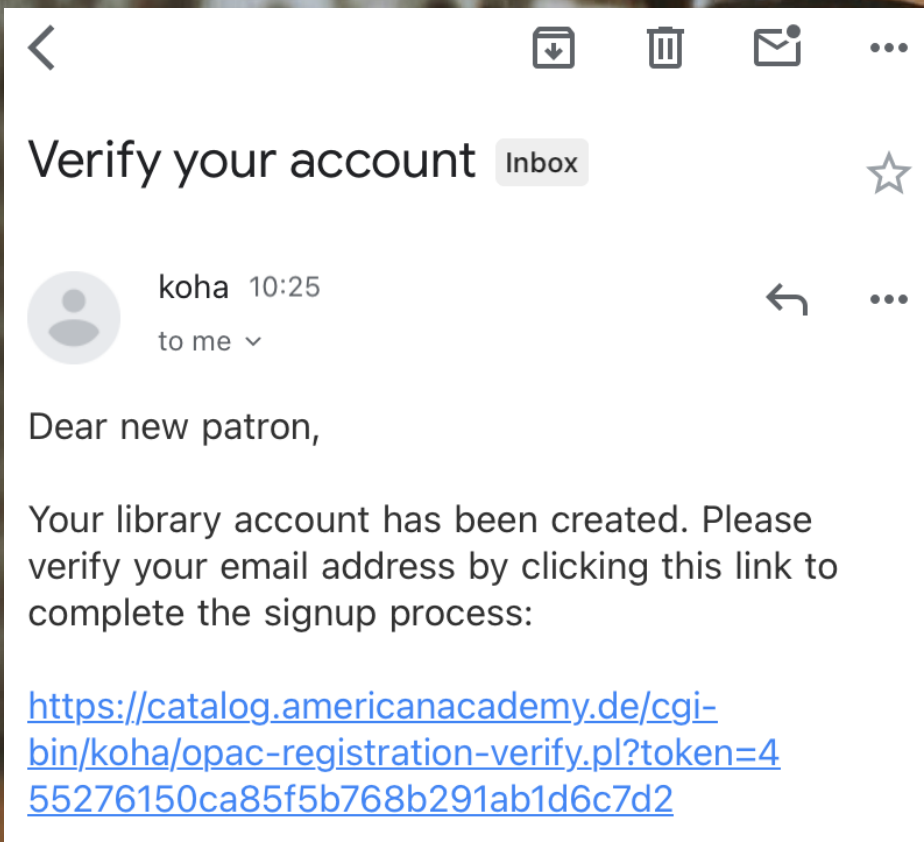
Please enter the same password as above

Terms of use and GDPR consent

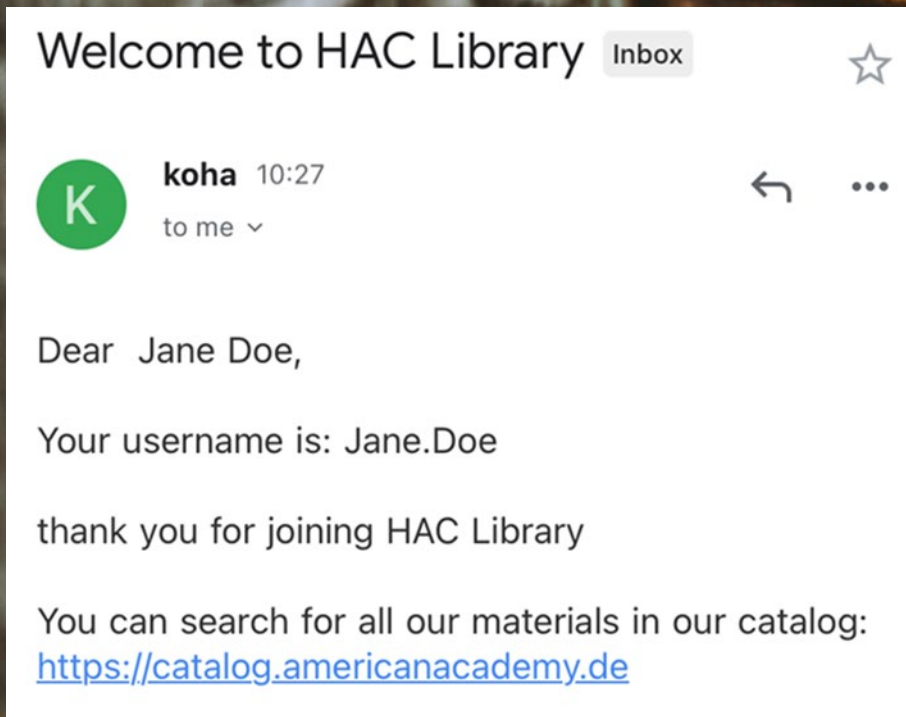
I accept the terms of use of library services at the American Academy in Berlin

Required

After registering, you will receive a link via email, which you have to click in order to confirm your registration.



Your registration is confirmed and your library account is created. You will receive a second email from koha with your login data:



Please log in to your account with your login and password for ordering media. Your login equals the username you received via email (name.surname), **not** your email address.

Log in to your account:

Login:

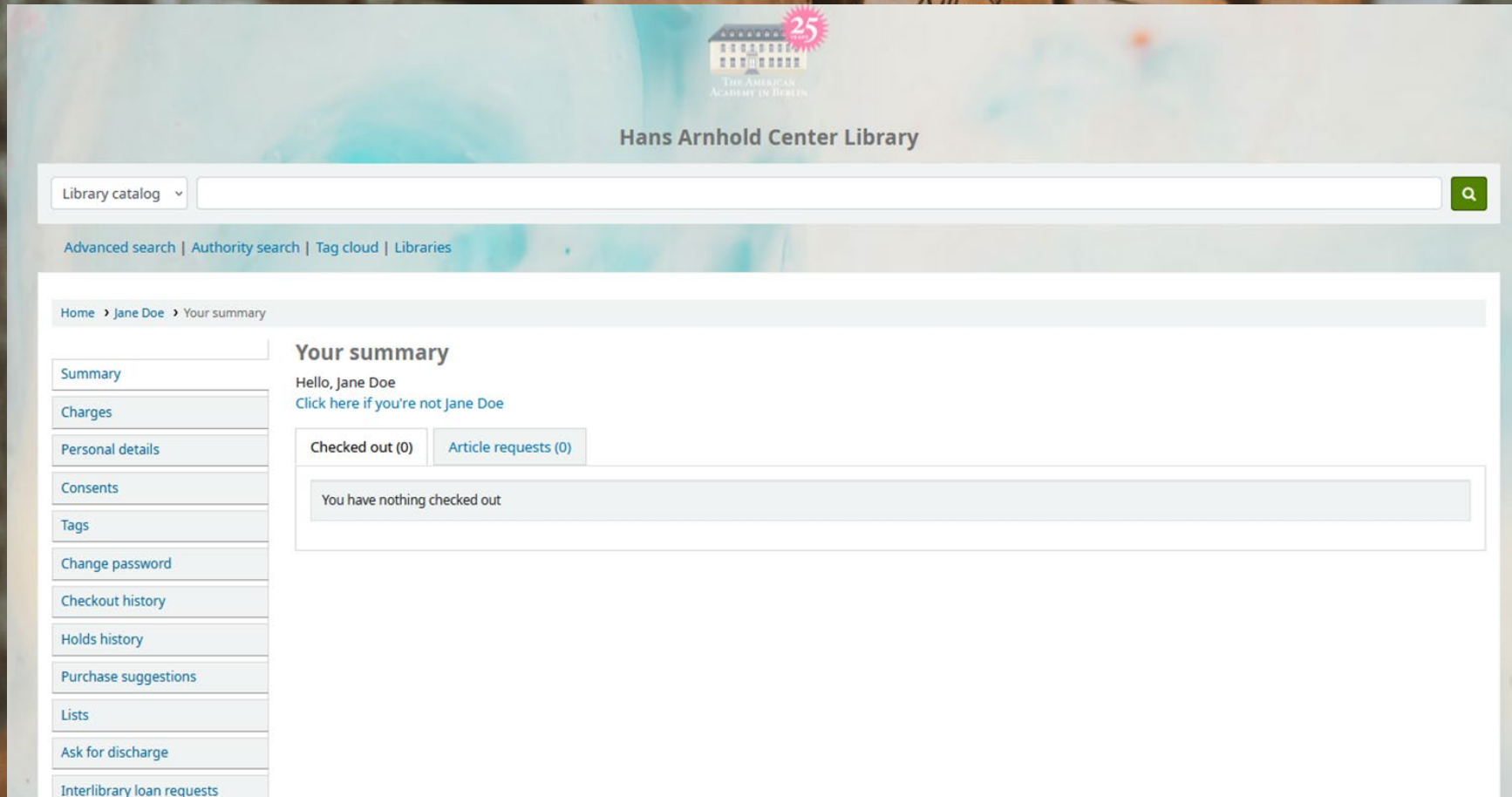
jane.doe

Password:

.....

Log in

Congratulations, you have now successfully created your library account! This is how it will look like:



The screenshot shows the user account page for the Hans Arnhold Center Library. At the top, there is a search bar with a dropdown menu set to "Library catalog" and a search button. Below the search bar are links for "Advanced search", "Authority search", "Tag cloud", and "Libraries". The main content area is titled "Your summary" and includes a greeting "Hello, Jane Doe" with a link to log out. There are two tabs: "Checked out (0)" and "Article requests (0)". A message box states "You have nothing checked out". On the left side, there is a vertical menu with the following items: Summary, Charges, Personal details, Consents, Tags, Change password, Checkout history, Holds history, Purchase suggestions, Lists, Ask for discharge, and Interlibrary loan requests.



In the next part we will explain how to search the catalogue and order books from the library.

If you have any questions, we would be glad to help you:
library@americanacademy.de (#133 Ilya and #134 Anna)