1. How do I become a user?

To borrow print media: every student and member of staff of the ESCP can become a user once they have been registered. If you are not registered in the system yet, we will create your account on-site. For students the student-ID is necessary.

To read and use digital resources visit the [Library Portal](#) and login with your ESCP login data.

2. How do I borrow media?

Have a look on-site or on the Library Portal. Choose the books you want to borrow, hand them over with your student-ID at the Service & Information Desk, and the library staff will book the media on your account.

3. How do I return media?

You can return media inside the library during opening and service hours. Hand them in at the Library Service & Information Desk. Outside the service hours you can use the book drop box outside the library entrance (during campus opening hours only).

4. Can I copy or print in the library?

There is a sustainable book scanner for free at your service that we highly recommend to use. You can send the document to your email address or save the scanned documents on a USB stick. Copy/printing machines can be found in the student work room/PC-Pool (B019) and they are free to use. Please respect though our paperless policy on campus.

5. How do I get media from the archive?

Let us know in advance via e-mail or on-site so that we can collect them for you. We will let you know, once they are ready to be borrowed.

6. Can I borrow journals or newspapers?

You cannot borrow journals or newspapers. Please read the journals or newspapers during your visit or use the book scanner. The library has a big collection of e-journals and e-newspapers which you can can find in our [Databases](#).

7. Any questions or comments?

We are open to criticism, and we would like to improve our services. If you want to get in contact with us, feel free to talk to us at the library or send us an email to library-berlin@escp.eu.