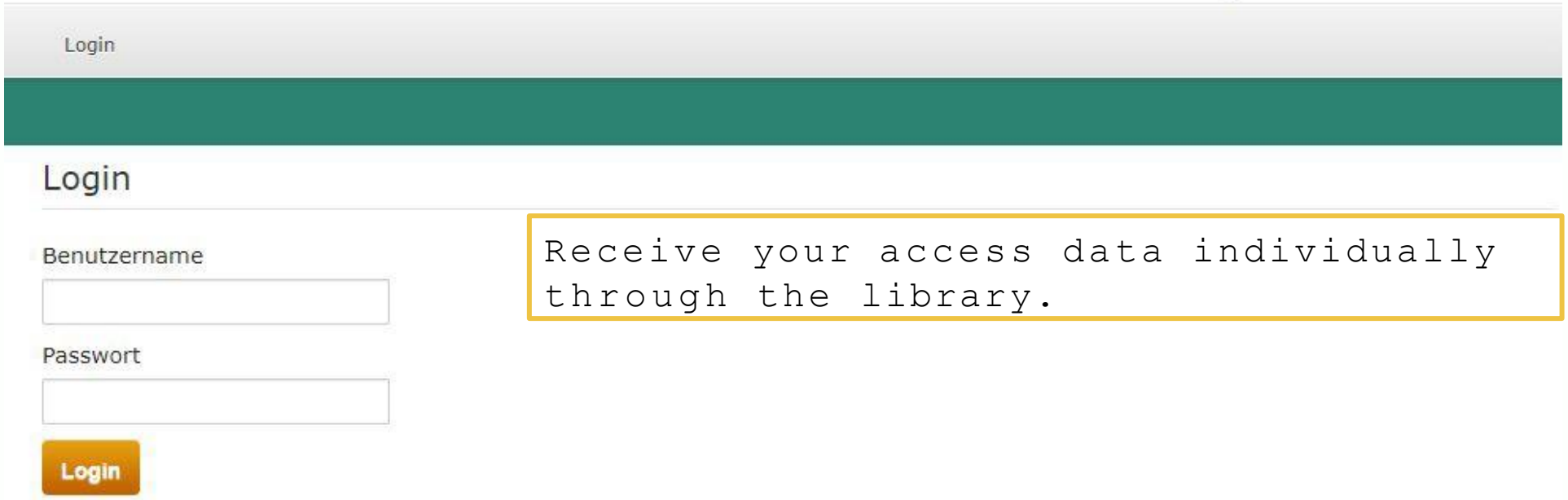
Order requests via Lehmanns Portal

print and ebooks

ESCP BUSINESS SCHOOL

Library Berlin Campus
library-berlin@escp.eu

Step 1: Login with the assigned login data

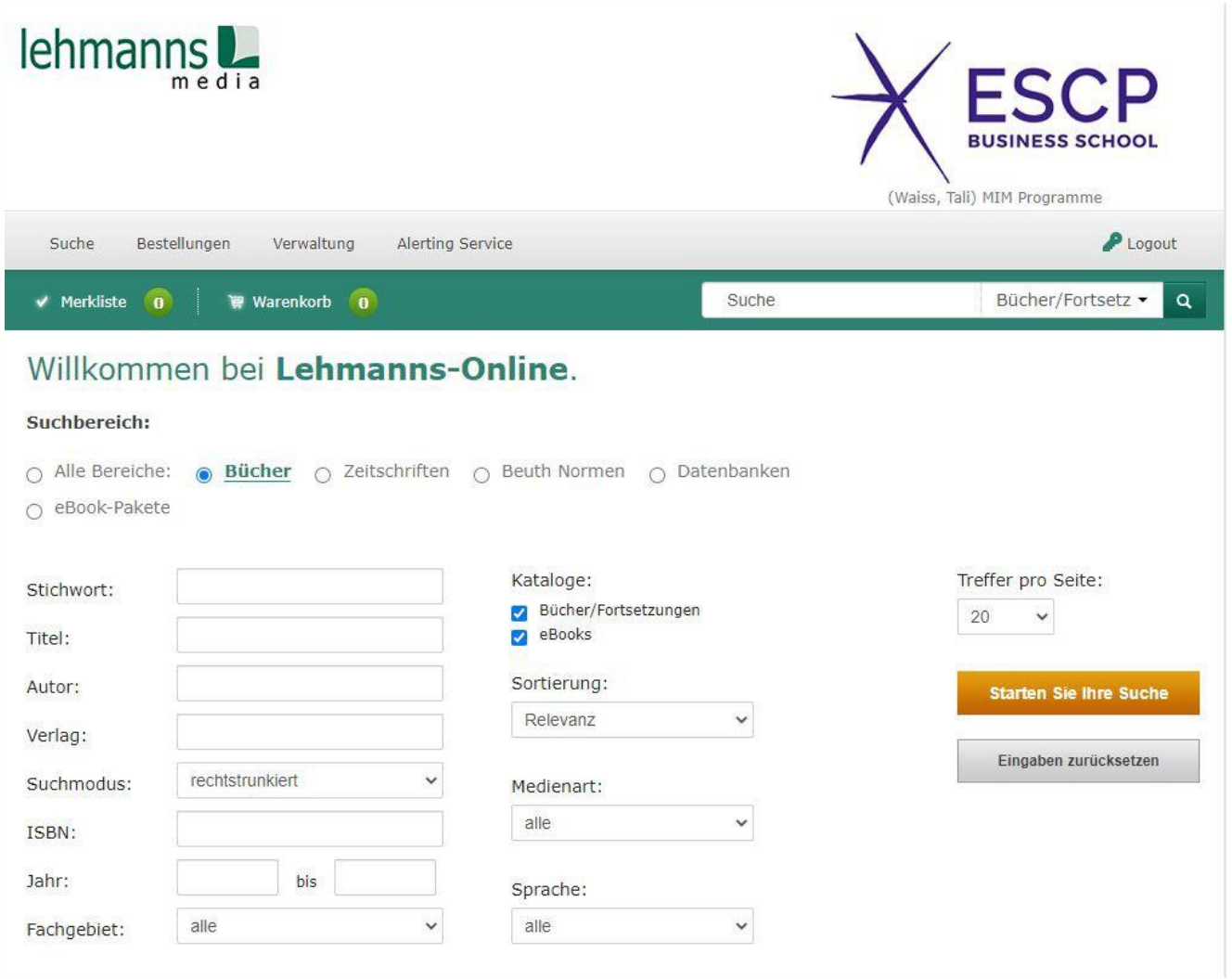


Receive your access data individually through the library.

Step 2: Media search

Advanced search mask

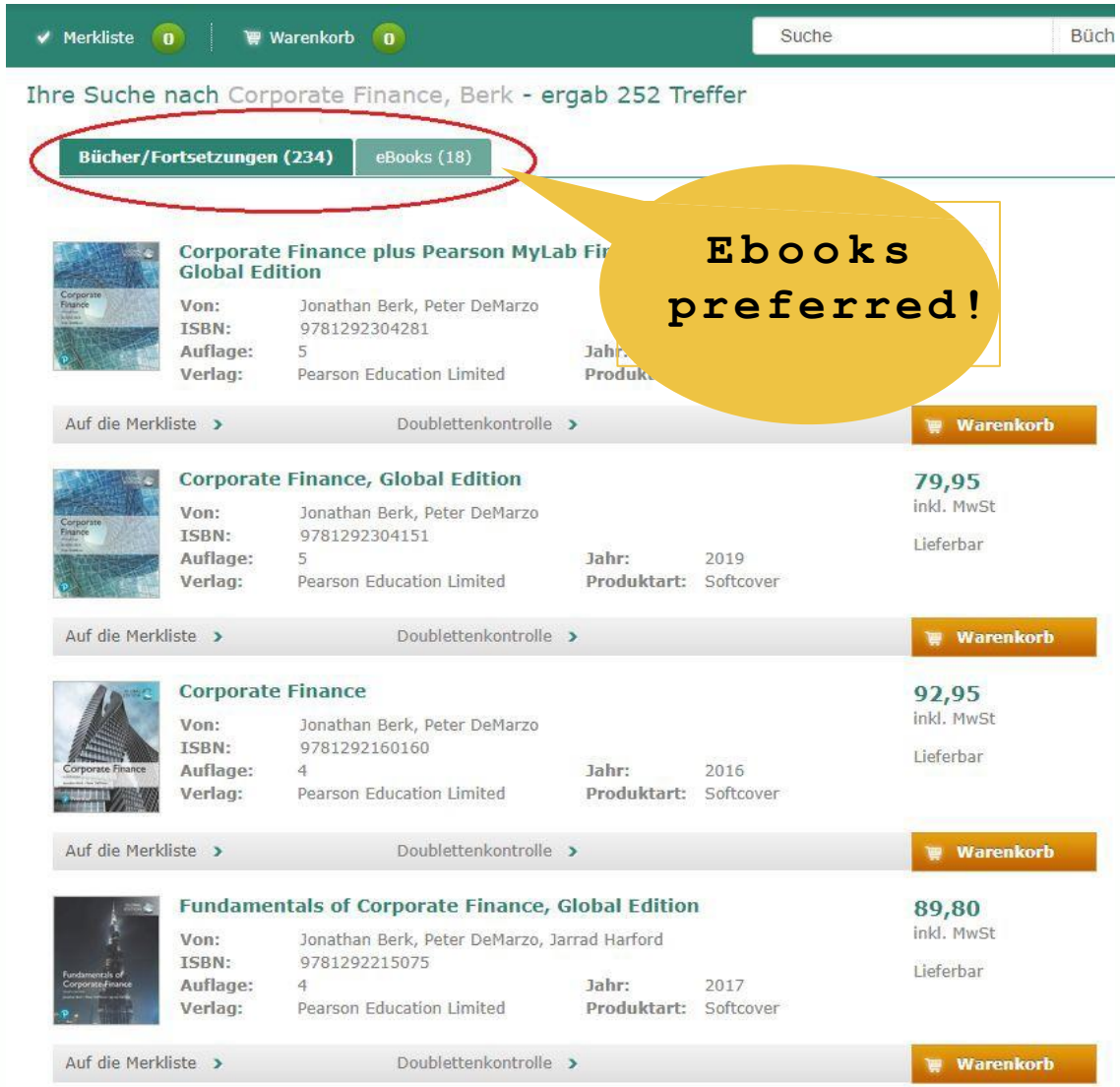
Create as many shopping carts ('Warenkörbe') or watch lists ('Merklisten') as you like.
These are **only visible to you.**



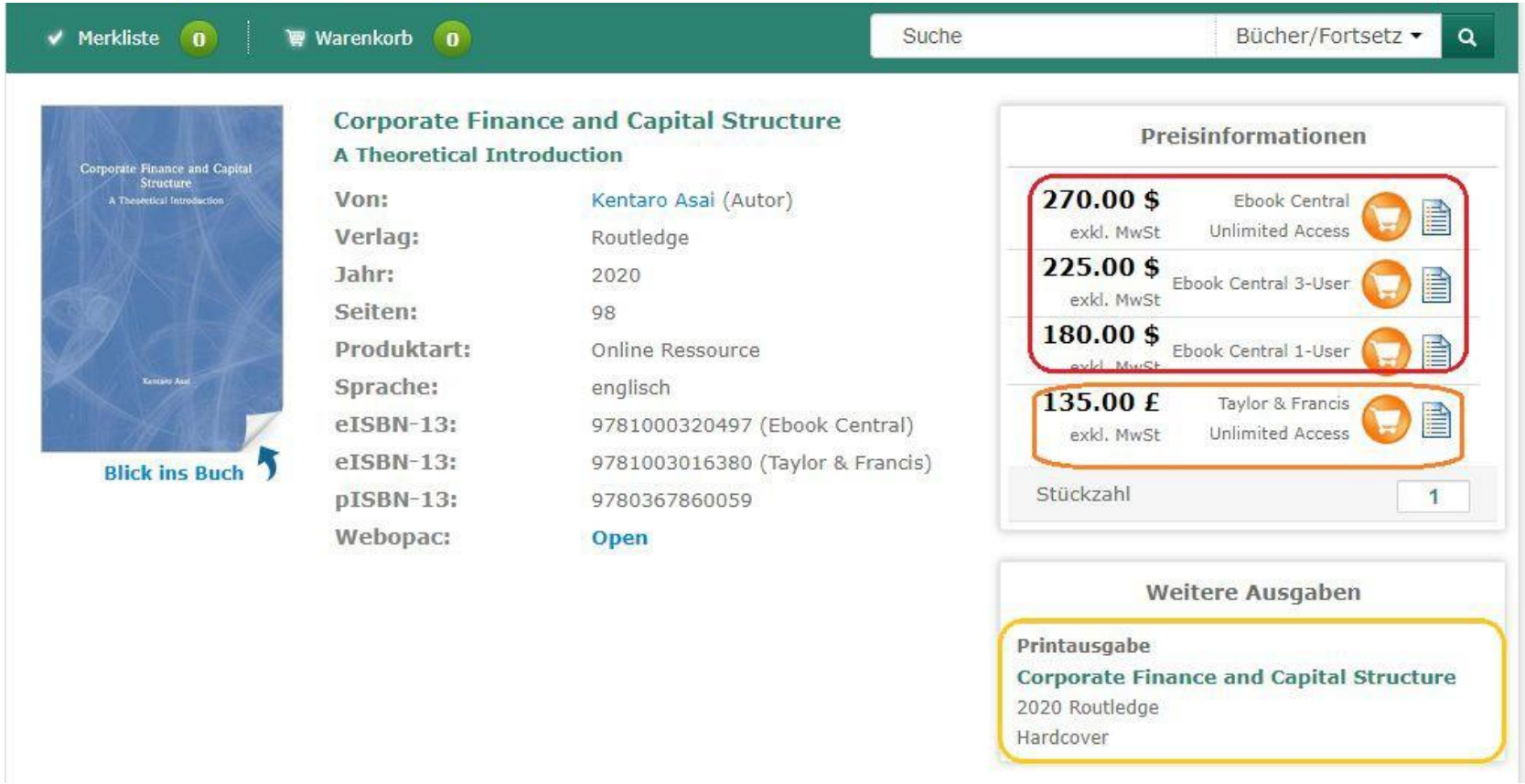
Step 3: Media selection

Here you can decide already for a print or an ebook.

However, we reserve the right to **change the license and/or the media type**, if necessary.
With fair pricing, **ebooks are preferably purchased** due to their accessibility.



Step 3: Media selection - Ebooks



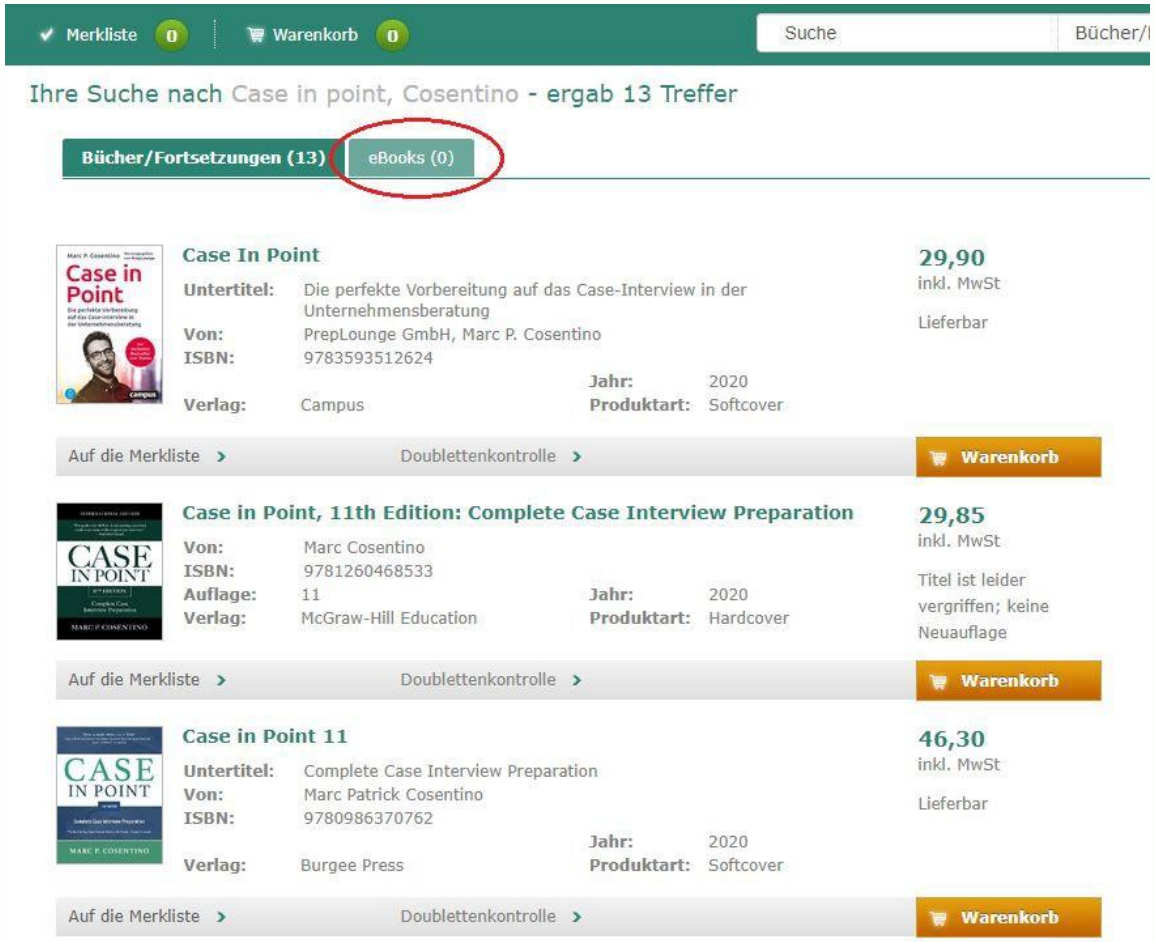
Please select ebooks from **Ebook Central** only. Other suppliers are only supported by arrangement.
Please contact the library staff for this.

Decide here for a licence model.
We will be happy to advise you if you are unsure.

Here you will also find previous and subsequent editions, as well as an ebook or print version.
Please note that the ebook version does not always appear in "weitere Ausgaben", so if you are specifically looking for an ebook, we advise you to also search separately.

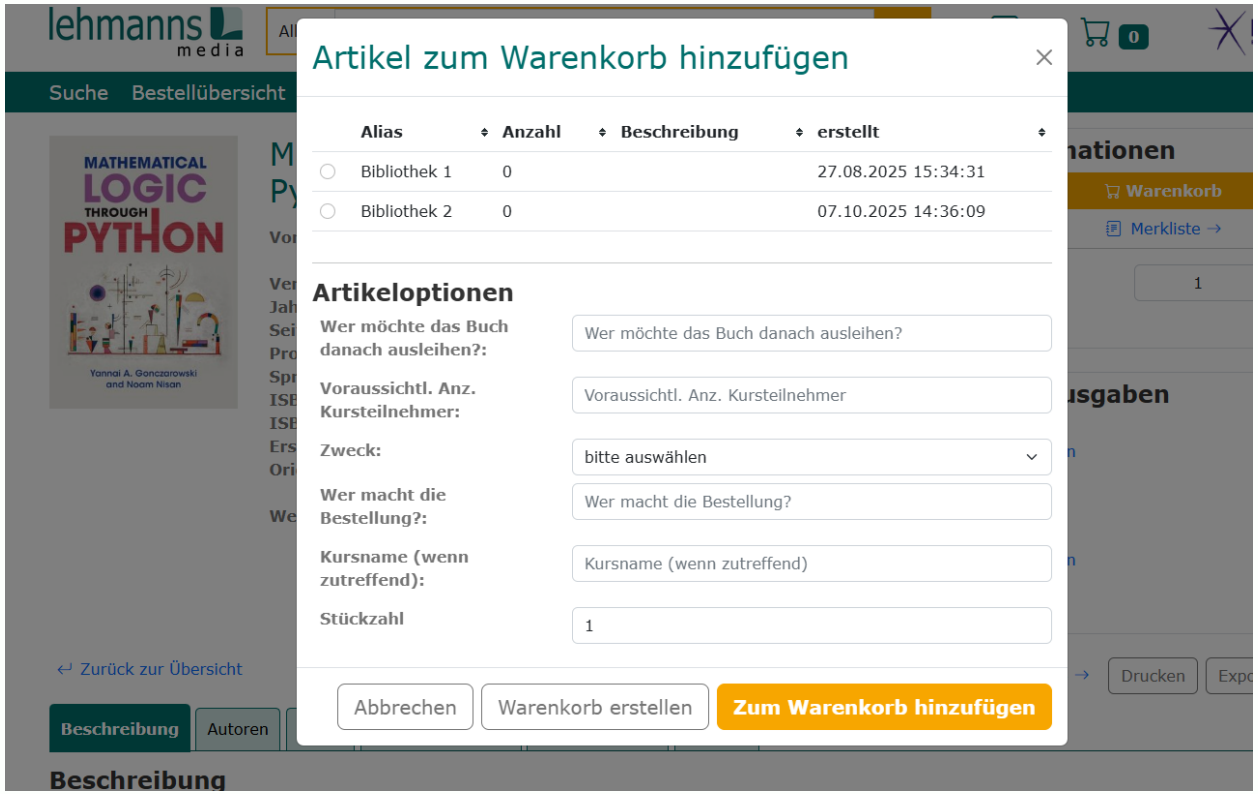
Step 3: Media selection – Ebooks

Please note that in some cases **institutional ebook licenses are not available.**



Step 4: Placing an order

Add the title to an existing shopping cart, or create a new one.



Please fill in as much information as possible:

Who wants to borrow the book?

What is the book needed for?

- Would you like to consult the book for some days or for a longer period?
- Is it a course book and many copies(available at the library) are needed?
- If many copies are needed, how many students are participating in the course?
- Should it be a course reserved reading(Reference)?

Who makes the order?

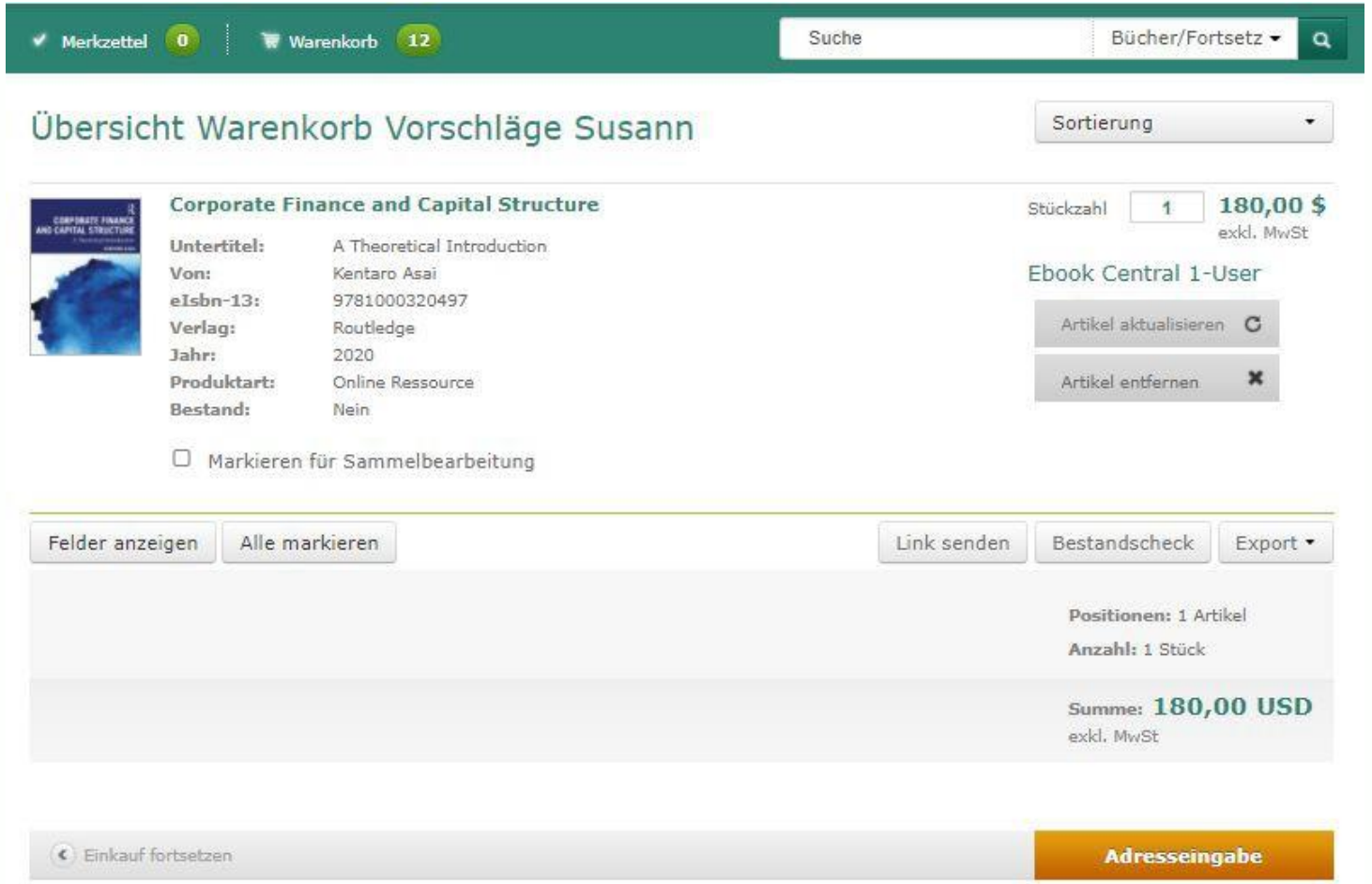
If a book is used for a specific course or a programme, then please give the name and the number of students. If not, then please type in any sign or letter in the required field.

Step 4: Placing an order(explanations)

For your information:

- **'Bibliothek'/Library:** Medium is available in a small number (1-2 copies) for students and employees to borrow.
- **'Eigennutzung'/Personal use:** Staff/professor borrows the medium for his/her own research, or/and a longer period. It can still be made available for loan to other users, if asked.
- **'Kursbuch'/Course book:** Medium is available in increased number for students. Please indicate desired number (subject to change!).
- **Reference/Präsenz:** the book is at the library on the shelf of the corresponding chair/programme, it is not available for loan, only for on-site consulting.

Step 5: Submit order (to the library team)



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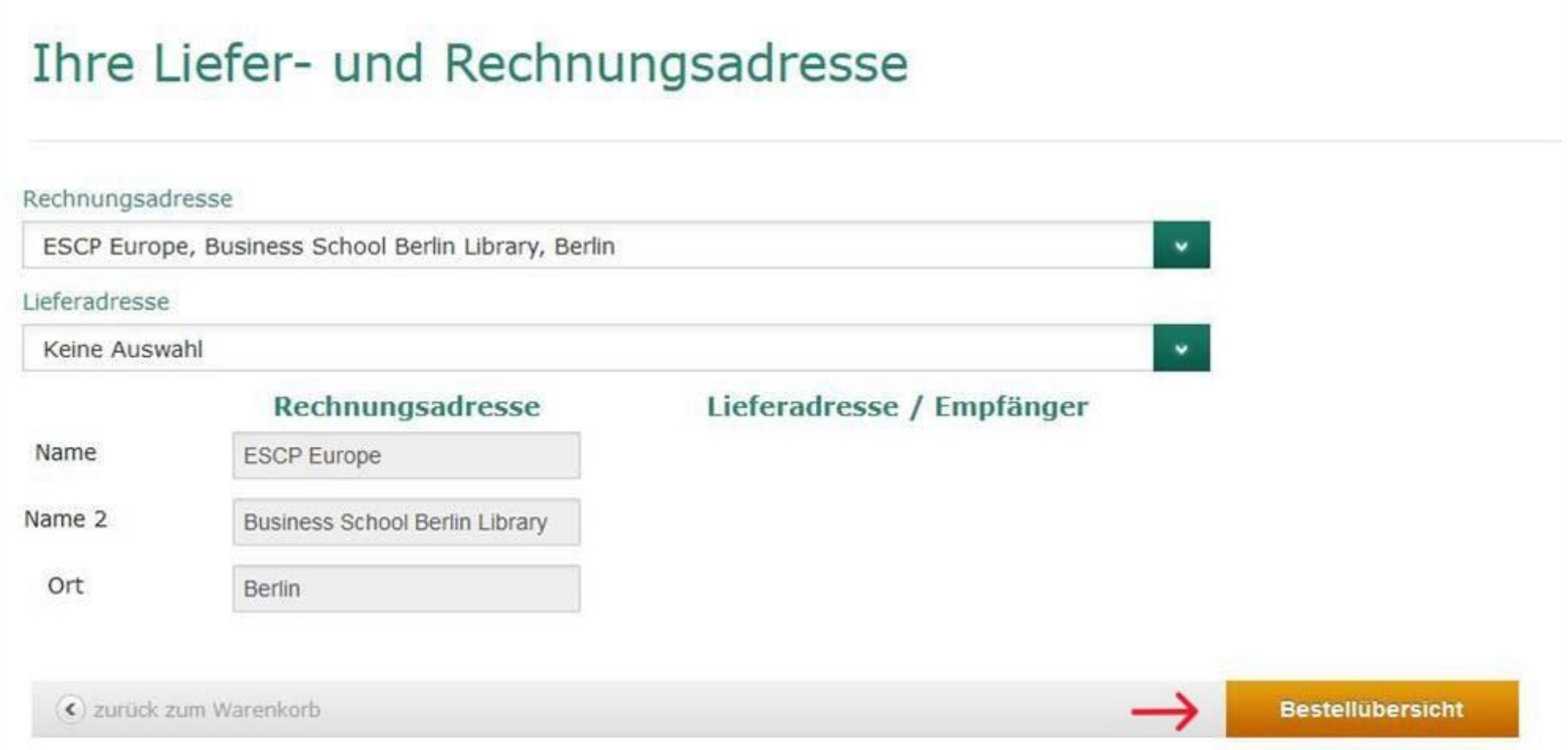

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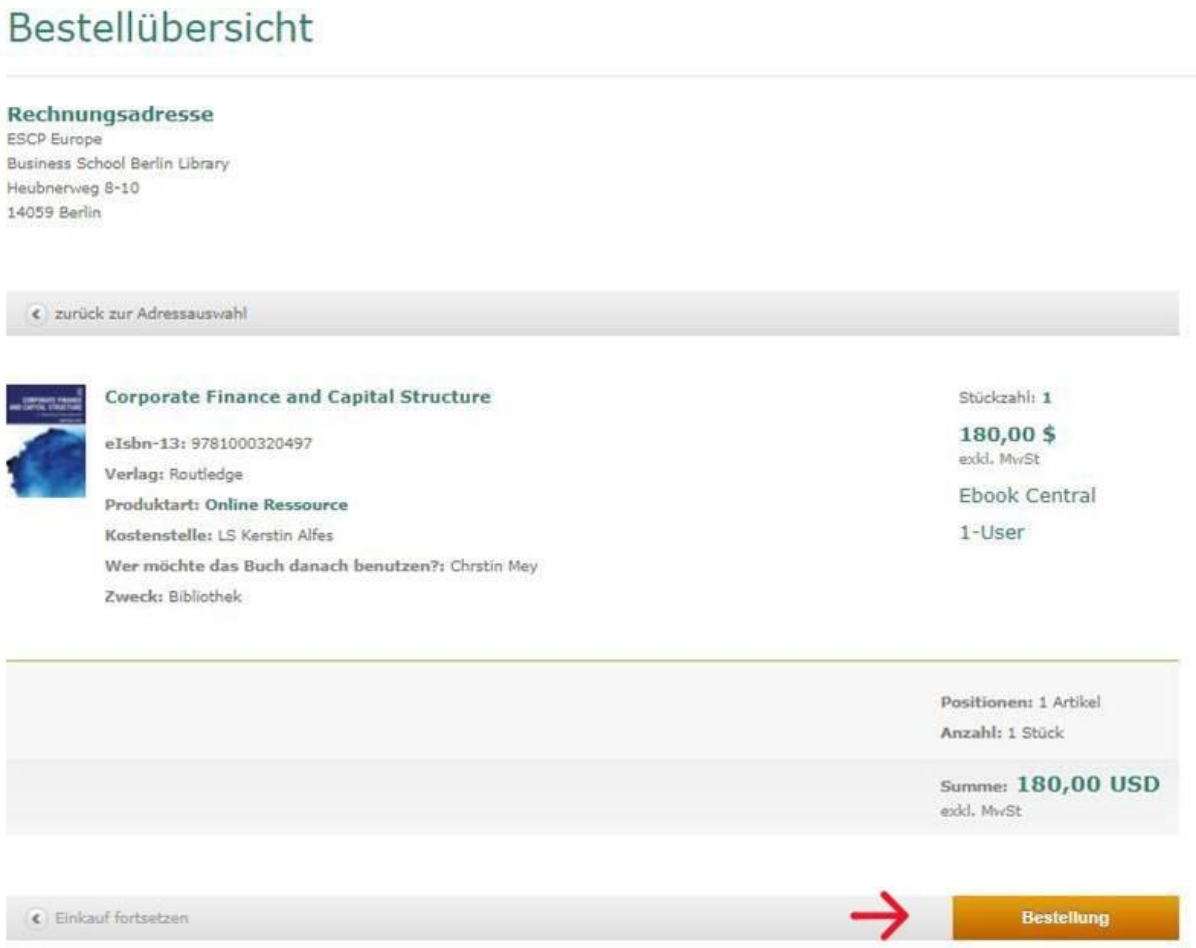


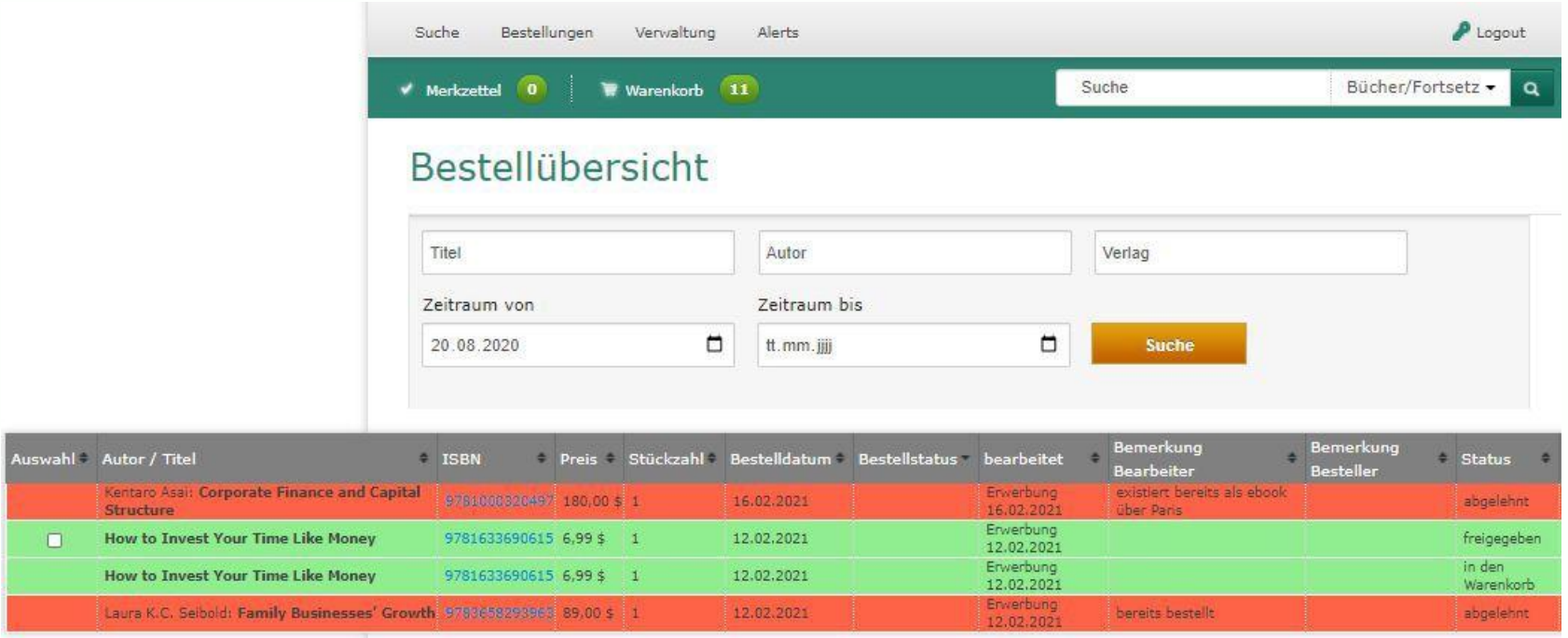
Step 5: Order submitted (to the library team)

Once your order is placed the library team will automatically receive an email notification of your order request(s) and will proceed with it/them. Please note that the order is sent to the library team and not the supplier. The actual order is made by the library team.

If there are any uncertainties we will contact you.

Step 6: Monitor your order

Under 'Bestellungen' (orders) you can find your own order overview and check its current status.



Step 7: The book is available

You will be informed by email after the media is processed, and when it will be available for you to pick up.
Please do so soon, otherwise they we will be sorted into the book shelves.

Corporate Finance and Capital Structure Posteingang ×

Library-Berlin ESCP (gesendet von sbeuthan@escp.eu) 10:21 (vor 0 Minuten)
an mich

Liebe Frau Muster,

das gewünschte eBook ist nun eingetroffen. Sie können es in unserem Katalog finden, oder direkt hier.

Freundliche Grüße

Your Library-Team (Berlin Campus)

library-berlin@escp.eu
T 030 32 007 142 or 198
Berlin Campus, Heubnerweg 8-10, D14059 Berlin, Deutschland

The library is currently closed due to the regulations of the German lockdown. Feel free to get in contact with us via eMail.

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If you have any further questions, feel free to contact the Library Team