

Interlibrary loan – General questions

Who can order via interlibrary loan?

Anyone who has an user account with the Hof University Library or the Münchberg Departmental Library can use interlibrary loan to order literature for academic work and for training and further education.

What can I order via interlibrary loan?

- Print media, AV media and articles
- Ebooks (partially possible)

What can I not order via interlibrary loan?

- Media that are available in bookshops for up to 15 €
- Media that are in stock in a library in Hof, even if they are on loan or cannot be borrowed -> so it is necessary to check the inventory in the library catalog before ordering (University of Applied Sciences Hof, the Library of the University of Applied Sciences for Public Administration in Bavaria (HfÖD) and the City Archiv.
- Loose-leaf editions, standards
- fiction

How much does ordering via interlibrary loan cost?

Borrowing books

- Free of charge for members of Hof University
- € 3,00 per medium for guest users (with successful delivery)

Copies

- For copies up to 40 pages: € 1,50
- Copies of 41 – 60 pages: € 6,00
- Each additional 20 pages an additional € 2
- Copies delivered by libraries outside of Bavaria different fees may be possible
- Please note: If you order an article, you must pay the fees in any case – the fees do not expire even if you don't pick up the article.

How long does the interlibrary loan order take?

- You can get the ordered media after 1 -2 weeks (depending on availability and borrowing).
- You get an email, if you can pick up your media in the library.
- Media that are not picked up within 10 days will be returned to the library that gave them.

Where can I pick up my ordered media?

- Your media are ready for pick up at the information desk for 10 days.
- Please note that the red card (data carrier) with the white information sheet must be returned when returning the item.

How long can I keep media from interlibrary loan?

- Interlibrary loan media usually have a loan period of four weeks and can be renewed twice.
- Please note: Lending periods and condition of use (e.g. reading room use, copy ban) are set by the lending library, so there may be different loan periods and renewal options.
- For renewal please contact the library staff.
- If you don't return or renew the items you have borrowed you have to pay overdue fines.

Interlibrary loan – how can I order a book?

- Please use for search the library catalog. You can find a link on our library website under **catalog**.

Please select the correct link to our catalog! From which library do you want to pick up ordered literature?

Hof

Münchberg

- Log in to the library catalog, therefore you need your user number (the library number is on your CampusCard) and your password (last 6 digits of your user number).
- Search in the library catalog – if you can't find what you are looking for, please use the 3rd tab **Bavarian Library Network/ ILL**

Catalogues (89)

Articles & more (2262)

Bavarian Library Network/ILL (426)

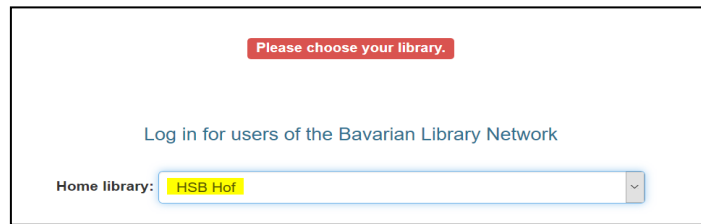
3

- The hit list for your query for all academic libraries in Bavaria is displayed here.
- Select a desired title in the hit list.
- To order a title use the tab **Get document**

Holdings	Get document	More title information
Libraries of the Universities of Applied Sciences Hof / Archives of Hof		
Local Holdings	No corresponding title found in local collection	
Bavarian Library Network		
Bavarian inter-library loan	The title is available in the co-operative system.	
		order

Please click on **order**

- Choose in the next step as your home library **HSB Hof**



- Then you get an overview about the customer details (name and user number), delivery details and the title details.
- You have to fill in the following mandatory fields: **Collection point** (Hof or Münchberg), where you want to pick up the ordered media and **Edition** (whether you want a special edition or a different edition is also acceptable).
- Now you can click the button: **send the interlibrary loan request**.
- You get an email, when the medium is ready for pick up in the library.

Interlibrary loan – how can I order an article?

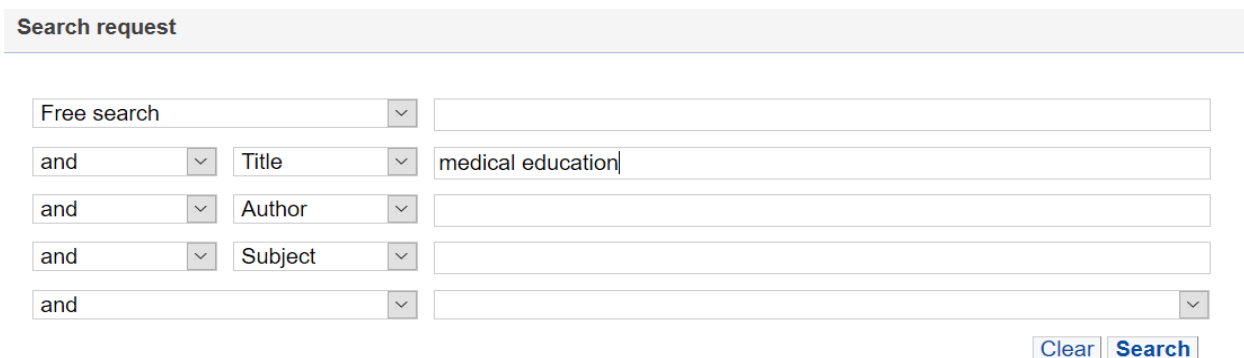
- By searching the catalog, you found articles (which are of your interest) on the 2nd tab **Articles & more**.



- If there is no full text access, make a note of the bibliographical information:
 - Title of the journal, year of publication, volume, page details
 - Author and title of the article

Proceed as follows:

- Log in to the catalog again first. The next step is to find the title of the journal (written out, without abbreviations) in the title field in the library catalog:



▼ **Limit search**

Exact words Find similar terms

Current branch
HB Hof

Search in branch
all

Language
all

Publication type
Zeitschrift

Year from

Here you can narrow down to the publication type

- Please use the 3rd tab **Bavarian Library Network/ILL**

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Catalogues (2) **Articles & more (0)** **Bavarian Library Network/ILL (62)**

It may take some time before the results are displayed, since the library stocks of all academic libraries in Bavaria are queried here.

- Select the hit from the list that corresponds to your desired journal (the year shown is irrelevant here).
- If you select the individual hit, you will again find 3 tabs in the lower area.
- Please use the tab **Get document**.

Holdings **Get document** More title information

Libraries of the Universities of Applied Sciences Hof / Archives of Hof

Local Holdings	No corresponding title found in local collection	
Bavarian Library Network		
Bavarian inter-library loan	The title is available in the co-operative system.	order

Please click on **order**

- Choose in the next step again as your home library **HSB Hof**.
- You will then get a form in which you have to specify the year and the volume of the article, e.g.

year of publication and/or volume

Both fields must be entered in numerical form.

Year: 2015

Volume: 312

New entry **Forward**

- A new form opens, all you have to do is enter the additional information in the marked fields (Title and author of the article, pages) ... The system has taken over your user data and the data for the magazine (title, year, volume).

Title details

Details of the journal containing the article:

Journal title: Deutsche Bauzeitung, DB-Haustechnik

Place of publication: Stuttgart

Article details:

Title of the article:

Author of the article:

Title or author must be entered.

Year:

Volume:

Year or volume are mandatory. Both fields must be entered in numerical form.. Missing details can be supplied if necessary on the previous page.

Issue:

Pages:

- One last step (necessary due to copyright)

Place your order

I affirm that this order serves only non-commercial purposes. 

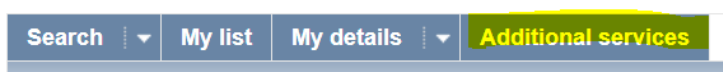
Send interlibrary loan request

- Do the same if you have found bibliographical information about a desired article in a bibliography or in another source.
- You get an email, when the article is ready for pick up in the library.
- You can then pay the interlibrary loan fee (€ 1.50 for up to 40 pages) at the service terminal using your Campuscard.

Possibility of free interlibrary loan orders

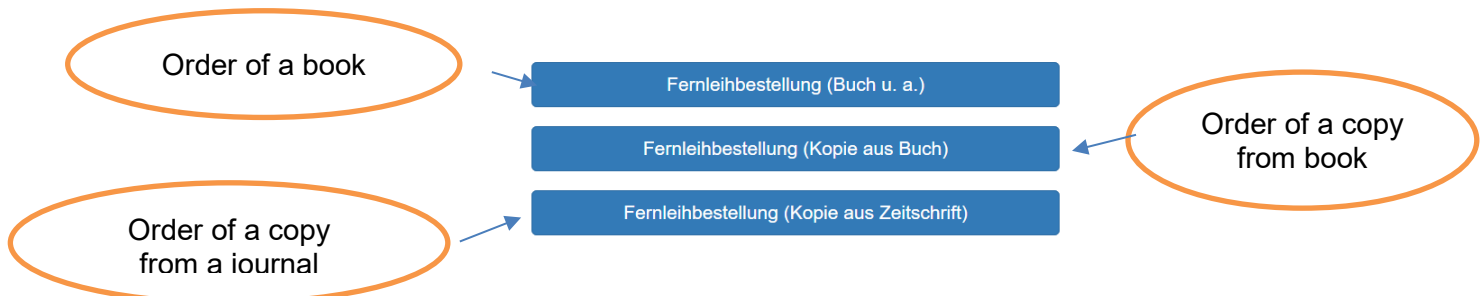
What if I haven't found the right one?

- If you were unsuccessful in the local catalog and in the Bavarian Library network, you can place a free interlibrary loan order directly in the Gateway Bayern.
- You can access the order form via our library catalog.
- Please use the tab **Additional services** and you can go directly to the free interlibrary loan order.



- Choose in the next step again as your home library **HSB Hof**.
- Please note following condition: the desired title is not available in the Bavarian Library network.
- The following pages are unfortunately only in German language.

Wichtig: Eine Fernleihe (Beschaffung von Literatur aus einer anderen Bibliothek) ist nur möglich, wenn sich ein Buch oder eine Zeitschrift nicht im Bestand einer Bibliothek vor Ort befindet. **Ein dort verliehenes oder nicht verleihbares Buch kann leider auch nicht über Fernleihe beschafft werden!**



- Select here whether you would like to order a book or an article (copy from magazine).
- According to your selection, a form opens (after logging in with your user number and password), which you should fill out with your bibliographical information (title, author, ...).
- When ordering copies, confirmation of the commercial purpose is necessary again (see above).

Fernleihbestellung abschicken

- You get an email when your order can be picked up in the library.

Any questions? We like to help you!

bibliothek@hof-university.de or 09281/409-3444