



Stand: September 2022

How to order via interlibrary loan

The item you are looking for is not available in the Tübingen University Library collection and you want to place an interlibrary loan request? We show you the process:

1. To order books, articles via interlibrary loan select in Catalog plus (<https://rds-tue.ibs-bw.de/opac/>) the link "Inter-Library Loan" (see Fig. 1).

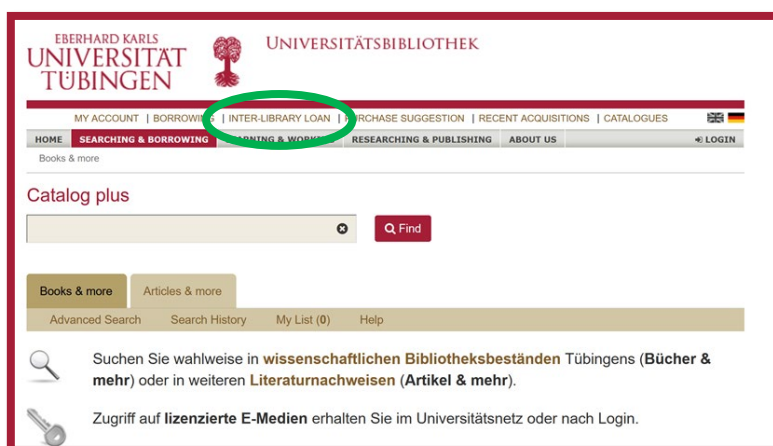


Fig. 1: Link to Inter-Library Loan via Catalog plus

2. You will be redirected to the corresponding search and you select "ILL search", (see Fig. 2).
Search here for the desired title. If you need an essay, please search for the work, in which the essay is contained.

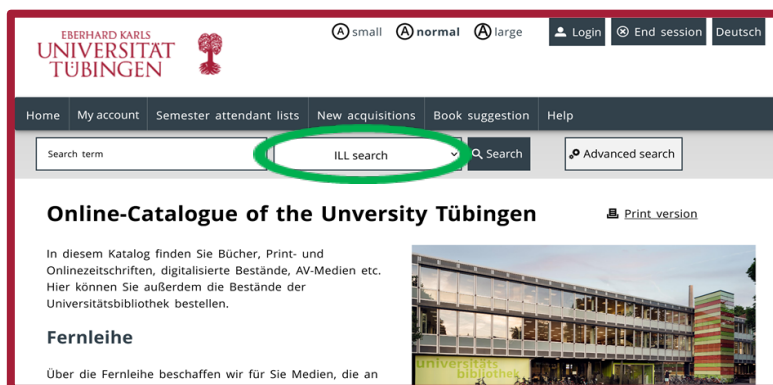


Fig. 2: Catalog setting with ILL Search area



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3. You can filter the search results by library networks (see Fig. 3). Preferably order the title from library network Southwest (SWB), as delivery from there is usually faster. For journal titles we recommend the filter selection Zeitschriftendatenbank (ZDB).

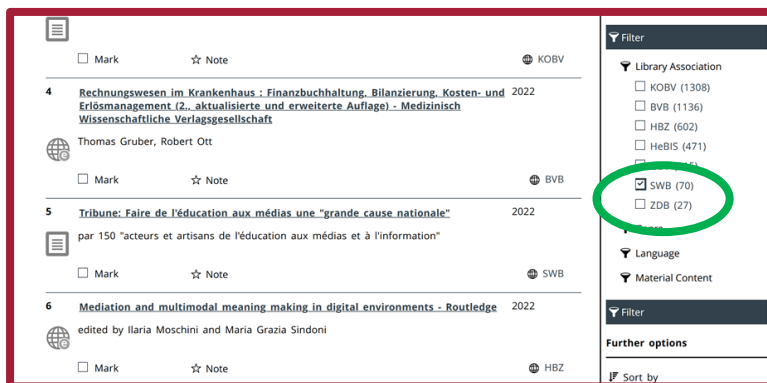


Fig.3: Filter settings for library network

4. If you found the title you wanted, select it to get the full display of the title and click on the link "Proceed to Interlibrary Loan" and authenticate yourself with your Login data (see Fig. 4).

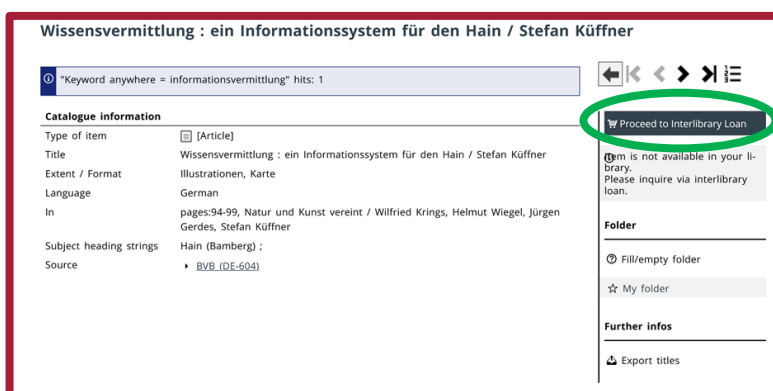


Fig. 4: Make an interlibrary loan request



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If you just like to order an essay as a copy from the collective work, please complete the other bibliographic information and observe the applicable copyright law, which, among other things, prohibits the entire copy of a work. After placing your chargeable order, you will receive an interlibrary loan order number (FB21...), which you will need in case of queries. Open interlibrary loan orders are displayed in your user account.

- If you do not find the desired item in the interlibrary loan portal, you can use the free order form (see fig. 5.). Click on the link "no correct hits?" And then please select "Book" or "Periodical" and fill in the form as completely as possible with the corresponding bibliographic information in order to ensure processing of your interlibrary loan request as quickly as possible.

However, due to the non-automatic processing of your request, you have to expect longer processing and delivery times.

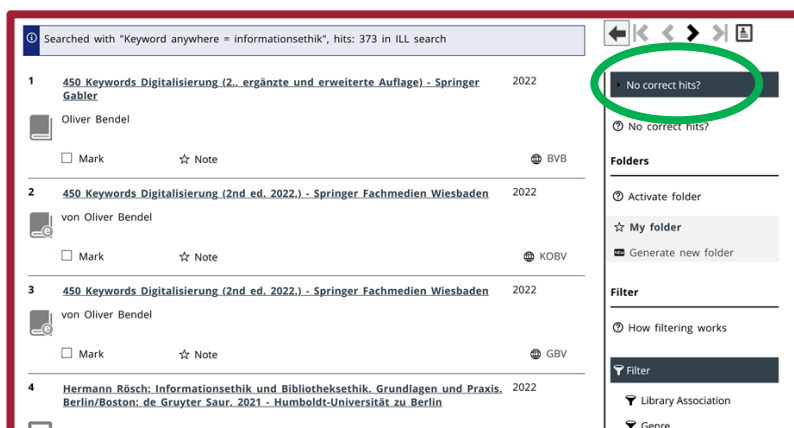


Fig.5: Link to free order form



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6. Please note: when you place an book order, mark the media type accordingly and fill in the corresponding fields (see Fig. 6).

Interlibrary loan

ⓘ Please note that in accordance with Appendix 5 of the German Interlibrary Loan Code (Leihverkehrsordnung) a legally binding fee of EUR 1.50 is charged for each order placed and that you may **not use the ordered copies for commercial purposes.**

Book/Journal

Book Periodical

Author/Ed.

Title

Year of Publication Edition ISBN

Publisher Place of publication

Zeitschrift - Band Year Issue ISSN

If PAPER-COPY is requested: details to the article

Author

Fig.6: relevant fields for ordering a book

7. The same applies to the order of a Periodical (see Fig. 7)

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Book/Journal

Book Periodical

Author/Ed.

Title

Year of Publication Edition ISBN

Publisher Place of publication

Zeitschrift - Band Year Issue ISSN

Fig.7: relevant fields for ordering a Periodical

If you have any further questions, please feel free to contact us:
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