



## Interlibrary Loan Request – Step by Step

Interlibrary loan service (ILL) obtains items for you which are not available at the University Library. For each order, your library account will be charged with the fee for interlibrary loan (1.50 EUR). This instruction will guide you through the process of ordering.

### Before requesting

1. Before requesting media items via ILL please check our [Catalogue plus](#) (English user interface).
2. If you can't find the required item, click on the tab:  and select either Interlibrary Loan: Books and Sections or Interlibrary Loan: Journal Articles.
3. Click on "Library account registration" and log in with your ZIM account.

### Interlibrary Loan (ILL)



The screenshot shows a search interface with two tabs: "BOOKS AND BOOK CHAPTERS" (active) and "JOURNAL ARTICLES". Below the tabs are four search fields: "Words from book title:", "Author ('Surname, Forename'):", "ISBN:", and "Year of publication:". A green "Search" button is located to the right of the first field.

After you have logged in, you find yourself in the ILL module.

Now it is possible to order books and book chapters.

If you would like to order journal articles, click on the journal articles tab.

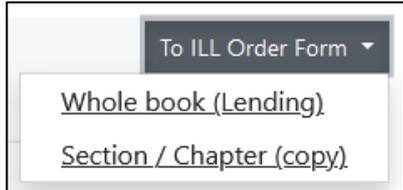
### Ordering in three steps

#### Step one: Identify media item (Search)

Please note the search tips! If you want to order a journal article, remember to look for the journal, e.g. by entering keywords, the complete title or the ISSN.

#### Step two: Select media item

To select the item you want to order click on the button "*To ILL Order Form*" in the list of results. Then select whether you need the whole book or a section from the book.



The screenshot shows a dropdown menu with the title "To ILL Order Form" and two options: "Whole book (Lending)" and "Section / Chapter (copy)".

#### Step three: Order request details

Please check the request form. If you want to order a journal article or a book chapter, you must add details of the article or chapter. Afterwards you have to select the delivery terms and click on the button "*Order now for a fee*" to submit your request. Your [library account](#) will be charged automatically with 1.50 EUR per order. The fine must be paid within 10 days.

### What's next?

You will be notified by e-mail when the item is ready to be picked up. Most of the books that are sent via interlibrary loan may be borrowed, but some may only be used in the library. Interlibrary loan requests for articles from books and journals are usually made available electronically. This means you will receive an e-mail with a link to a PDF file that you can access within 30 days.

### Are there any further questions?

Please contact the [Main information desk](#).