

Inter-library loan system

University Library

What does an inter-library loan cost?

- A handling fee of € 1.50 is charged per order.
- If copies exceed 20 pages, extra copying charges may apply.
- These fees are also charged if the required media can-not be supplied. All fees charged for inter-library loans are charged to your user account.

How long is the delivery time?

Generally books, CDs etc. are supplied within 10 days, copies of essays within 5 days. For various reasons it can take longer, for example if the ordered medium is out on loan or missing. We will notify you when your media have arrived or if there are any delays. Please note that orders placed for the branches in Krefeld can be collected one to two days after they have been received.

How long can I keep the media?

- The standard loan period is four weeks. The end of the loan period for your inter-library loan orders can be viewed in your user account.
- It is often possible to renew the loan period by another four weeks. You can renew the loan period in your user account or at a self-service checkout. It is only possible to renew the loan seven days before the ex-piry date, at the earliest.
- It is not necessary to return copies from books or magazines.

Any questions?

We would be pleased to be of assistance. Please contact us at:

Hochschule Niederrhein
Mönchengladbach Campus Library Inter-library loan system

Richard-Wagner-Strasse 140
Building N, 3rd and 4th floor
41065 Mönchengladbach
Phone: +49 (0)2161/186-6906
Email: fernleihe@hs-niederrhein.de

www.hs-niederrhein.de/bib

