

Inter-library loan system

University Library

What is the inter-library loan system?

Media that are not included in Katalog PLUS can be ordered from other libraries in Germany and abroad through the inter-library loan system and then collected from your library.

What can I order?

You can order books, book excerpts, CDs, CD-ROMs, DVDs, sheet music, magazine articles, essays and much more from other libraries through the inter-library loan system.

What can't I order?

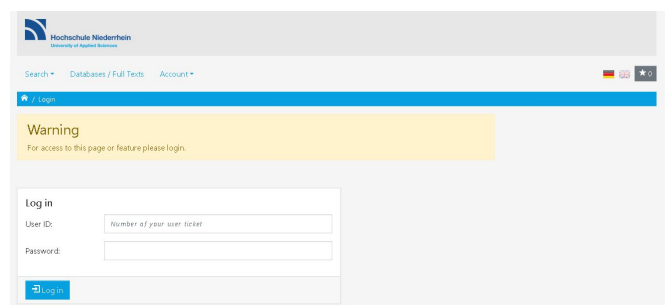
- Media that are available in your own library, also if they are out on loan
- E-books, e-journals, full text databases
- Theses (Bachelor or Master theses etc.)
- Works that can be purchased from retail outlets for € 15.00 or less
- Works of special value, especially from the 16th to the 18th centuries
- Loose sheet editions and non-bound magazines (copies possible)
- Standards and patents

We recommend placing a purchasing request for media that were published or released in the current year, as contemporary literature is often very in demand in most libraries and seldom available through the inter-library loans system.

How does the inter-library loan system work?

First visit our website www.hs-niederrhein.de/bib and click the link to the DigiBib. In the DigiBib you can place your orders via the drop-down menu "Search".

In this menu select whether you would like to place an order for books or magazines. Please register with your user ID and your password. Your date of birth is set by default as a password in the format DDMMYY, e.g. 260397. Review your ILL account via the drop-down menu "Account".



The screenshot shows the library website interface. At the top, there's a navigation bar with 'Search', 'Databases / Full Texts', and 'Account'. Below this is a yellow warning box that says 'Warning: For access to this page or feature please login.' Underneath is a 'Log in' section with two input fields: 'User ID:' (with a placeholder 'Number of your user token') and 'Password:'. A 'Log in' button is at the bottom of the form.

You can also place an order on the inter-library loan system with the hits in the "More" menu item and from many products in the DigiBib section: "Databases / Full Texts". To this purpose follow the links: "How can I get it?" or "Check Availability".

For more detailed information visit www.hs-niederrhein.de/bib/fernleihe.



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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 cannot 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 expiry 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
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