

Interlibrary Loan

What can I order via interlibrary loan?

Books, essays, articles and other media can be ordered via interlibrary loan.

Among others, this media is excluded from interlibrary loan:

- Media being available in Ingolstadt, even if it is on loan or not borrowable.
- Media being available in shops for less than 15 €.
- Standards
- Fiction books

How can I use interlibrary loan?

- Go to the library's website:
<http://www.thi.de/en/service/university-library.html>
click on the link to the **Catalog** and log in.
- You will need your **User number** (on the back of your membership card) and your **Password**.
- Start your research. If you do not find enough literature on your topic in our catalog, use the middle tab called **Union Catalogue/ILL**.
- Click on the desired title in the hit list.
- To carry out the interlibrary loan, click on **Get document** and then on **Order interlibrary loan**.
- A new form opens, which is already filled in. Please check if the data is correct.
- Be sure that **Collection point** and **Edition** are filled in correctly.
- Then forward your order using the **Send interlibrary loan request** button.
- Ordering articles, you have to add information about the article (author, title, number of pages).

You didn't find the right media?

- If you had no success in neither the local catalog nor the Bavarian collective catalog, you can request an interlibrary loan order via **Information**.
- Select the media type (book or copy).
- Afterwards fill in the form and click **Send interlibrary loan request**.

How long does the interlibrary loan take?

- The interlibrary loan generally takes 8 - 10 days.
- As soon as your order reaches the library of the Technische Hochschule, you will receive an email.

Where can I pick up my interlibrary loan from?

- Your order is available at the self-pick-up shelves for 10 working days. The media must be loaned out at the self-service check-out.
- The yellow interlibrary loan ticket must remain in the medium.
- Copies of articles must be collected from the Service Point.

How long am I allowed to keep the interlibrary loan?

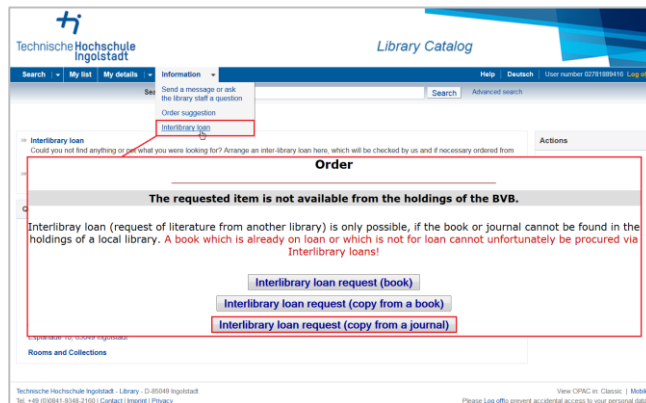
- Usually, interlibrary loans have a loan period of four weeks. They can be renewed two times.
- Important: The issuing library sets the loan period and conditions of use for media on interlibrary loan. Please note that these can differ from the normal practice of the library of the Technische Hochschule Ingolstadt.

How much does interlibrary loan cost?

- Interlibrary loan is generally free for our users.
- Since articles must be dispatched as copies, a nominal charge must be paid. For up to 40 pages, it is 1.50 € per article and the costs subsequently increase depending on the number of pages.

Further questions? We are happy to help!

Service Point Monday - Friday 10 am - 6 pm
Saturday 10 am - 2 pm
Tel. no. +49 (0) 841 - 9348 2160
E-Mail address bibliothek@thi.de



3. Title details

Details of the journal containing the article:

Journal title:

Place of publication:

ISSN:

Article details:

Title of the article:

Author of the article:

Year:

Volume:

Issue:

Pages:

Note:

