

Click and Collect – FAQ

OTH library Weiden

How do I borrow books from the library via Click and Collect?

1. OPAC research.

If you visit our homepage (<https://www.oth-aw.de/bib>), you will find a link to our OPAC (Open Public Access Catalogue) in the bottom left corner. Click on it and choose the library in Weiden.

If you would like a more detailed tutorial on how to navigate our catalogue, please take a look at our [OPAC information handout](#).

2. Ordering the books you want.

There are two different ways to go about ordering books, depending on whether they are available at the OTH library in Weiden directly or whether they have to be delivered to us first - from Amberg or via interlibrary loan.

First scenario: The book is in stock at the OTH library Weiden – **send our staff an e-mail!**

Microeconomics

Author: [Acemoglu, Daron](#) [info]

Edition: Global edition

Publ. place: Boston ; Munich

Publisher: Pearson

Publ. year: [2016]

Extent: 483 Seiten

ISBN: 9781292079578 , 1292079576


Subject: [Mikroökonomie](#)

[Table of contents](#)

Series:



1) The book is available at our library.

Holdings	Get document	More title information		
Shelfmark Footnotes		Item number	Status	Branch / Department Direction sign
40/QC 100 A173		004000920961	available	OTH-Bibliothek Weiden / Lesesaal Direction sign
				QR-Code 

2) Copy the book's title and location mark and add them to your e-mail.


What information should my e-mail to bibwen@oth-aw.de contain?

We need your **name**, your **user number** (if you are a student at the OTH you can find that one your student card (beginning with 500...), if you do not study at the OTH, you will find the number on your library card), **title** and **location mark** of the books you would like to borrow.

Please also **make an appointment** with us for collecting the books. (Name a specific date and time. You can pick up media from Monday to Friday between 10 am and 2 pm.)

Scenario two: The book is either available in Amberg or via interlibrary loan.

Ordering media from the OTH library or 'Provinzialbibliothek' Amberg:


Holdings	Get document	More title information		
Shelfmark Footnotes	Item number	Status	Branch / Department Direction sign	QR-Code
10/AR 14200 H546	004001007263	for order	OTH-Bibliothek Amberg / Lesesaal Direction sign	

To place your order, click this link, log into your OPAC account and confirm the order.

If a book you are looking for does not show up in the search results right away, you might have to switch from **Local catalogues** to **Interlibrary loan**.

Local catalogues (0)	Interlibrary Loan (6)	Articles & more (6)
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Select the book you want from the results there. Please be careful not to choose the e-book edition since e-books cannot be ordered from another library.

4  ✓ The book icon in front of a title confirms that you are looking at a printed edition.

Once you have found and clicked on the book you need, you will be directed to the title menu.

Here, please select the middle tab: **Get document**.

Holdings	Get document	More title information	
Further options			
Lokaler Bibliotheksbestand			
Table of Contents	Full-text URL available.		follow link
Local Holdings	No corresponding title found in local collection		
Bavarian Library Network			
Interlibrary Loan	The title is available in the co-operative system.		order
Further options			

If **Interlibrary loan** does not show up right away, click **Further options** until it does. Once it shows up, select **order**. You will either be asked to log into your account and then be transferred to an **ordering form**, or, if you already have logged in, be transferred to the form directly. If you want to, you can give additional information regarding your request here.

Once you are done, **send your interlibrary loan request**. For a step by step tutorial on how to order books from other libraries, take a look at our [information handout interlibrary loan](#).

If you need an article instead of a book, we have a manual on how to order those, too: check out our [information handout on ordering articles via interlibrary loan](#).

3. Receiving the confirmation that your order is ready to be collected via e-mail.

In case you have ordered books from another library than the OTH library Weiden, you will automatically receive an e-mail once they have arrived in Weiden. Once you have got that notification, please contact us to arrange an appointment for you to pick up your order. Name a specific date and time within our opening hours from Monday to Friday 10 am to 2 pm.

If you have already let us know when you would like to stop by in your e-mail order, please check whether we confirm the date and time.

4. Collecting your book.

Please visit us only at the time we have agreed on before. Try to be punctual.

You are only allowed to enter the library wearing a **FFP2 mask** and under consideration of the current rules regarding hygiene and social distancing.

When entering the library, please **register using your smartphone**.

How do I return borrowed books?

Books can be returned exclusively by putting them into '**Buchrückgabecontainer**' (the grey box pictured on the right) in front of the library. You can return them anytime.

Please consider that it might take up to 48 hours until the books do not show up in your account anymore. You do not have to return your books earlier because of this! The due date on your receipt or in your account is valid.



What services can the team of the library not offer at the moment?

Our reading area is closed down completely, so we cannot let you pick your books from the shelves by yourself or let you study at the library.

To get advice from our staff, you cannot visit our information counter like you may be used to. However, you can still ask us anything – via e-mail (bibwen@oth-aw.de) or phone (**0961 – 382 1203**).

You cannot get a library card at the counter either.

The technical devices in the library cannot be used at all. That includes computers, the printer and our Bookey scanner.

If you are not really sure whether a service you would like to use is available at the moment, simply ask (see our mail address and phone number above)! Please do not stop by unannounced. Thank you.

How about renewing loan periods? Do I have to pay a fee for not returning books in time?

You can renew the loan period of borrowed books by logging into **your OPAC account**. OTH students can renew books up to five times, all other users up to four times. If there is a reservation placed on a borrowed book, you will have to return it. Renewals are not possible in this case.

At the moment, you will not be charged a fee for forgetting to return media. However, please keep track of your due dates and return especially reserved books and books ordered via interlibrary loan in time. Thank you!

Is it possible to work with OTH online resources like e-books and data bases?

OTH students and staff can access our online resources from anywhere by using a [VPN connection \(Computer Centre\)](#) to the campus network.

You can find a list of our databases, albeit only in German, on our homepage (www.oth-aw.de/bib). Go to **Suchen und Finden** → [Datenbanken](#).

In our OPAC, e-books are easily recognizable by the @-icon (though not every e-book has one!) and full-text button (this one's absolutely reliable).



[The microeconomics of complex economies : evolutionary, institutional, neoclassical, and complexity perspectives](#)

Elsner, Wolfram
.- [2015]



As soon as you are connected to the campus network using a VPN connection, you can click the *Full text* button in order to read/download the book.

If you are looking for further explanations, we suggest reading our [information handout e-books](#).

If you do not work or study at the OTH, you would normally be able to access our online resources directly at the library. Since this is not possible at the moment, please let our staff know if you are interested in an e-book.

Thank you so much for your understanding and working so well with us in these extraordinary times!

We are happy to help!

Our phone number is **0961/382-1203** and our e-mail address is bibwen@oth-aw.de.

Good luck with your research! 😊