

## How To: Interlibrary Loan

Please log into your OPAC-account using the ID on your library or student card and your date of birth (type in your date of birth in the pattern of ddmmyy).

Using the **Advanced Search**, look up your title or topic. The search field **Title** is usually the best fitting for this.

Search request

Search all fields		
and	Title	leveraged exchange-traded funds
and	Author	
and	Subject	

Click **Search** and you'll find the books available in Amberg or Weiden in the first tab or **Local catalogues**.

If little to no results show up there, switch into the second tab called **Interlibrary Loan** (since every research library in all of Bavaria will be searched, it might take a little while until the results show up — don't worry about a temporary blank screen!)



Now, you have to be a little cautious not to order an e-book but a printed edition. (E-books cannot be acquired via Interlibrary Loan, therefore your order will be rejected.)

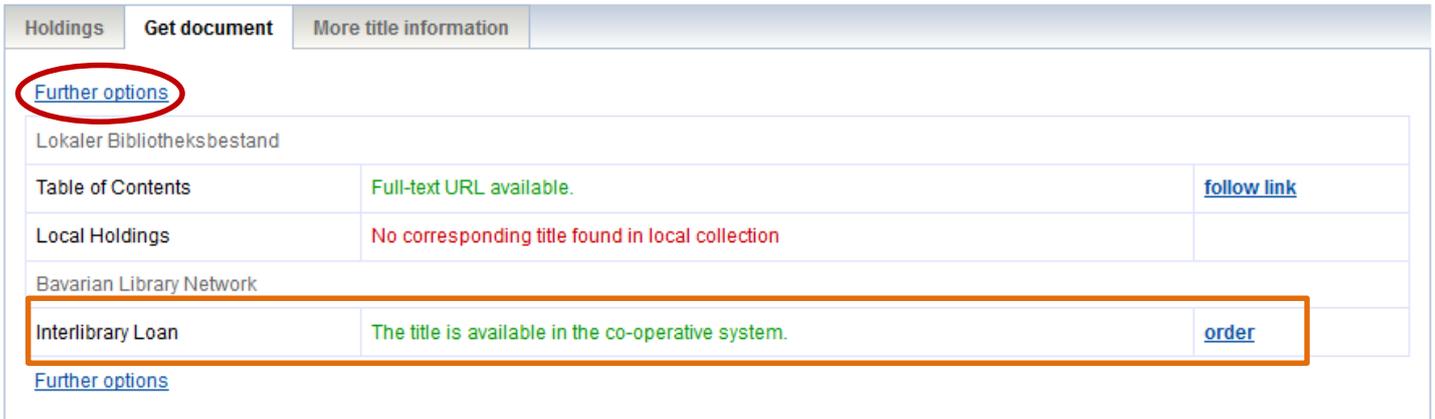
You'll recognize the different formats by the icon in front of the title:



The book icon means you're looking at a printed issue — this one is fine for ordering.

Now, choose a fitting title and click on it. You'll be directed to the title menu.

You're almost there. Once the menu shows up, select the middle tab called **Get document**.



The screenshot shows a library interface with three tabs: 'Holdings', 'Get document', and 'More title information'. The 'Get document' tab is active. Below the tabs, there are two sections: 'Lokaler Bibliotheksbestand' and 'Bavarian Library Network'. In the 'Lokaler Bibliotheksbestand' section, there are three rows: 'Table of Contents' with a 'Full-text URL available.' link and a 'follow link' button; 'Local Holdings' with a message 'No corresponding title found in local collection'; and 'Interlibrary Loan' with a message 'The title is available in the co-operative system.' and an 'order' button. The 'Interlibrary Loan' row is highlighted with an orange border. A red circle highlights the 'Further options' link above the 'Lokaler Bibliotheksbestand' section.

In most cases, you'll then have to choose **Further options** until **Interlibrary Loan** shows up.

Since you've already logged in, you can immediately **order** the book, otherwise you'd be provided a link to log in.

Next, you'll be transferred to an ordering form. Here, you can give additional information regarding your request. You might only need the book you're ordering until a certain date (the due date for your paper for example) or prefer a specific edition (we recommend asking for **this edition or a newer one** so you will be provided with the latest scientific sources).

Finally, you can send your interlibrary loan request:

## Place your order / Access the order form for copies



That's it! You'll be notified via e-mail as soon as your book(s) can be collected at our library.

Since the titles you've chosen might be sent from any library in all of Bavaria, the delivery time could take up to ten days. Please consider this when placing your order.

**Good luck with your research and ordering process! ☺**

**Reached a dead end? No need to worry! Just contact our team, we're happy to help!**

Library in Amberg: [bibam@oth-aw.de](mailto:bibam@oth-aw.de)

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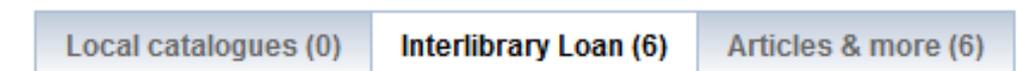
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[Clear](#) [Search](#)

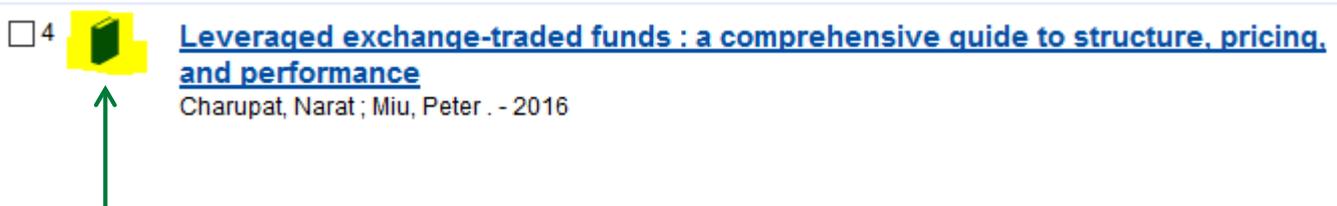
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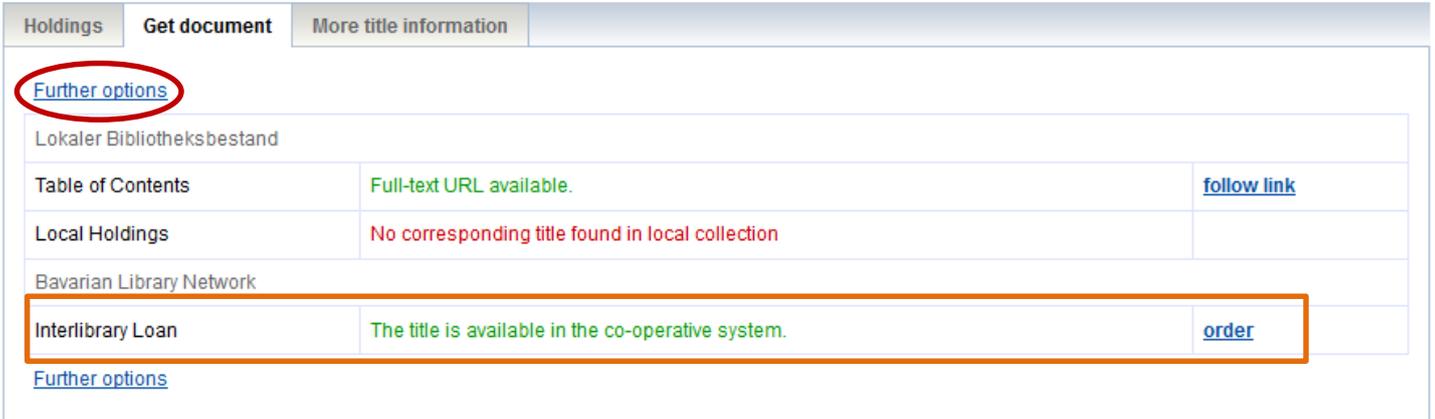
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