

How to: Order articles

Beware: When looking for an article, you'll have to search for the journal that the text was published in first.

Start by logging into your [OPAC](#) account using the ID on your library or student card as **User Number** and your date of birth (in the pattern of ddmmyy) as **Password**.

You'll then be directly transferred to the **Advanced search**. Search for the journal under **Title**. (Please remember to type in the complete title of the journal – no abbreviations!)

Select **Journal/Serial** as your **Document type**:

Search request

Search all fields	▼			
and	▼	Title	▼	Journal of scientific and industrial research
and	▼	Author	▼	
and	▼	Subject	▼	

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

▼ Limit search

Exact words Find similar terms

Current branch

OTH-Bibliothek Weiden ▼

Search in branch

all ▼

Document type

Journal / Serial ▼

Year from

Year to

Now, click **Search**.

Once your search results show up, switch to the middle tab **Interlibrary Loan**. In some cases, results may show up in the first tab (**Local catalogues**) as well. If that happens, please check whether the year your essay was published in is available at our library. If you're not sure, please turn to our library staff for help!

Since libraries in all of Bavaria are searched for the **Interlibrary loan**, it might take a minute until you can see the results in the second tab.

Continue by choosing the journal you're looking for from the title list (the year of the publication does not matter at this point).

Local catalogues (22) **Interlibrary Loan (69)** Articles & more (0)

Narrow results

- ▶ Subject
- ▶ Year
- ▶ Document type
- ▶ Language

Result(s) Bavarian Library Network (69)

Select titles: [all](#) | [none](#) Save in: Temporary list Save Sorting order: Relevance Sort

 [Journal of scientific and industrial research : JSIR : JSIR](#)
- 1955

By selecting the title, you'll reach another menu with three tabs. Under **Get document** you'll find details regarding the availability of the journal. Choose **Further options** until **Interlibrary Loan** shows up:

Holdings	Get document	More title information
Further options		
Online Information		
Electronic Journals Library	Title not available in EZB collection	
Lokaler Bibliotheksbestand		
Local Holdings	No corresponding title found in local collection	
Table of content	The title is available via SFX (Bibliotheksverbundes Bayern)	show holding libraris
Bavarian Library Network		
Interlibrary loan	The title is available in the co-operative system.	order
Further options		

In case this link **does not** show up, continue clicking on **Further options** until you see this:

ILL request		
Order form	Open ILL possible through the co-operative system.	open freetext interlibrary loan order form

Click **order** (or **open freetext interlibrary loan order form**). The link will take you to a form where you'll have to type in **year** and **volume** of the journal the essay you're looking for is to be found in:

year of publication and/or volume

Both fields must be entered in numerical form.

Year:

Volume:

Volume often means **issue** and can therefore contain numbers from 1-12 for example (which is the case for monthly issues).

After you've filled in the fields, click **Forward**.

Almost done! Now, enter additional details into the respective blanks ...

Article details:

Title of the article:

Author of the article:

Title or author must be entered.

Year:

Volume:

Year or volume are mandatory. Both fields must be entered in numerical form.. Missing details can be supplied if necessary on the previous page.

Issue:

Pages:

Note:

Place your order

I affirm that this order serves only non-commercial purposes. 

... and tick the box to affirm you won't use the copies for commercial purposes. (This is necessary in regards to copyright laws.)

After you're done filling in the mandatory fields, you can send your interlibrary loan request.

You will receive an e-mail with a link to the scan of the article. If you follow this link, you will need to log in to the library with your user number and password (in the same way as you log in to the OPAC), after which the article will be automatically downloaded as a PDF.

Good luck with your research and ordering process! 😊

Reached a dead end? No need to worry! Just contact the library staff, we're happy to help!

Library Amberg: bibam@oth-aw.de or +49 (9621) 482-3215

Library Weiden: bibwen@oth-aw.de or +49 (961) 382-1203