

## 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 account using the ID on your library or student card as **User Number** and your date of birth (type in 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

and

and

and

▼ **Limit search**

Exact words  Find similar terms

Current branch

Search in branch  **Document type**

Year from  Year to

Now, click **Search**.

Once you get to the site where you can see your results, 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)

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**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

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 [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
<a href="#">Further options</a>		
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)	<a href="#">show holding librarys</a>
Bavarian Library Network		
Interlibrary loan	The title is available in the co-operative system.	<a href="#">order</a>
<a href="#">Further options</a>		

Click **order** in that same row. The link will take you to a form where you'll have to type in **year** and **volume** 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:

New entry

Forward

**Volume** can often mean **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 ...

## Title details

Details of the journal containing the article:

**Journal title:** Journal of scientific and industrial research. D, Technology  
**Institution:** Council of Scientific and Industrial Research "[Herausgebendes Organ]"  
**Place of publication:** New Delhi  
**ISSN:** 0368-4237

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'll receive a notification via e-mail as soon as the copy has arrived at our library and can be collected.

The fee for articles ordered via library loan of 1,50 € for up to 40 pages can be paid at the counter using your student card (users who aren't University members can pay in cash).

You can keep the article afterwards.

**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!**

**Bibliothek Amberg:** [bibam@oth-aw.de](mailto:bibam@oth-aw.de)

**Bibliothek Weiden:** [bibwen@oth-aw.de](mailto:bibwen@oth-aw.de)