

How To: Interlibrary Loan

Please log 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**.

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

Clear

Search

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!)

Local catalogues (0)

Interlibrary Loan (6)

Articles & more (6)

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**.

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		

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

[Send interlibrary loan request](#)
[Order for photocopies](#)

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.

Caution: Books ordered via interlibrary loan cannot be renewed!

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 or +49 (9621) 482-3215

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