

### International inter-library loans

If the literature you're looking for is not available in Germany, you can order it by means of an international inter-library loan. However, ordering books from abroad results in higher processing fees. For more information, please ask our inter-library loan staff.

### SUBITO and other document delivery services

If you require a book within a short time, you can place your order through a document delivery service at an additional cost. Such services guarantee that the book or document is delivered to the borrower within a very short time. The delivery is sent directly to the borrower. In order to use document delivery services, you have to register first with the service of your choice. The fees are based on how quickly you wish to have your order processed and your customer status. For more details, please visit our Internet website and click on the menu headings »Recherche« and »Fernleihe«.

### Contact

Telephone: 0 36 43 / 58 28 12 or 0 36 43 / 58 28 09  
E-Mail: fernleihe@ub.uni-weimar.de

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### Opening hours

New building and Limona (Steubenstraße 6/8)  
Mon – Fri 9.00 a.m. – 9.00 p.m.,  
Sat 10.00 a.m. – 4.00 p.m.  
Branch library Building Materials/ Natural Sciences  
(Coudraystraße 7)  
Mon – Thu 9.00 a.m. – 6.00 p.m., Fri 9.00 a.m. – 4.00 p.m.

### Contact

Chief librarian, Dr. Frank Simon-Ritz  
Telephone: 0 36 43/58 28 00  
E-Mail: sekretariat@ub.uni-weimar.de  
Deputy director, Marion Heling  
Telephone: 0 36 43/58 28 03

Circulation desk: 0 36 43/58 28 10  
E-Mail: ausleihe@ub.uni-weimar.de

Information desk: 0 36 43/58 28 20  
E-Mail: info@ub.uni-weimar.de

### Address

Bauhaus-Universität Weimar  
Universitätsbibliothek  
Steubenstraße 6  
99423 Weimar

[www.uni-weimar.de/ub](http://www.uni-weimar.de/ub)

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## Interlibrary Loan · Document Delivery Services



Bauhaus-Universität Weimar

Universitätsbibliothek

If the university library at the »Bauhaus-Universität Weimar« does not have the research or teaching materials that you are looking for, you can obtain them through our inter-library loan service. The inter-library loan code (LVO) is the legal basis for all inter-library loans in the Federal Republic of Germany.

**Inter-library loans do not apply to:**

- works that are available at our library or any of the libraries in Weimar
- works that can be inexpensively purchased at bookshops (under 10 Euros)
- works of especially high value, in particular those published before 1800
- works in poor or fragile condition
- media in unusual formats
- loose-leaf books and unbounded periodicals
- media which do not exist in book form and would be damaged in transport on account of their constitution
- works from reading rooms and reference collections
- frequently used works, especially from textbook collections

**Online registration for inter-library loans**

To place online orders for inter-library loan by yourself, you have to set up an online account and to charge it with sufficient credit as inter-library orders are fee required according to the »Thuringian Administrative Expense Ordinance«. To set up an account, please ask the staff at the circulation desk at the university library. Once you

have opened your account, you can purchase the amount of credit you wish. For university employees special regulations apply. For more information, please contact the library staff.

**Fees**

With each online inter-library order you make, a fee of 1.50 Euros is debited from your account. This fee is debited regardless of whether your order is ultimately processed to your satisfaction.

**Placing an order online**

You can search the database and order books online by using the Common Union Catalogue (GVK or GVK-Plus) at [www.gbv.de](http://www.gbv.de). Before placing an order for an inter-library loan, make sure that the book you're looking for is not available at any of the libraries in Weimar. Inter-library loan orders can only be made if this is truly the case. If you wish to place an order, click on »loan request« for books or »order copy« for essays or articles. The information about the desired book or periodical is automatically inserted into the order form. To order an essay or article from a periodical, you will have to add specific information by yourself (e.g. author, title, year, volume and pages). When you press enter and submit your order, your inter-library loan account will be debited the standard fee of 1.50 Euros. You can view the status of your order anytime by logging into your GVK inter-library loan account.

**Processing and other information**

Inter-library loans are delivered between one and four weeks after placing an order. As soon as books from other libraries arrive, they get registered in your user account by our inter-library loan staff. If you are expecting a book, you should check your account frequently and pick up your order as soon as possible as time delay shortens your utilization period. When we receive your order, we will also notify you by e-mail. The lending period is generally four weeks. The lending library may choose to shorten the lending period or issue restrictions of usage. Please note: The data carrier inside the book must be returned with the book. Issues of journals cannot be ordered via inter-library loan; only copies of essays are sent. Copies of up to 20 pages are covered by the 1.50 Euros processing fee. For more than 20 pages, an additional service fee is charged by the lending library. The Common Library Network (GBV) assumes that users are prepared to accept additional fees of up to 8 Euros. If you object to having such additional fees automatically debited from your account, you may write instructions to this effect in the comment field on the order form.

**Placing conventional orders**

If you do not wish to place your order online, you may obtain an order form from the circulation desk with the purchase of a fee stamp of 1.50 Euros. Fill out the form in print and return it to the circulation desk. The inter-library loan staff will be happy to place your order for you.