

If the document does **not exist in any German union catalogue**, the screen displays „0 hits“/„0 Treffer“ after each catalogue. In this case, please contact our service desk.
Tel. 03834/420-1515.

Where can I see my inter-library loan requests?

In the GBV union catalogue: click the word “Inter-library loan account“/„Fernleihkonto“ (on top of the screen). Now you have to enter the number of your Greifswald library card and the password you got for the inter-library loan. Click the button „send“/„Absenden“. Now your inter-library loan requests are displayed on the screen:



Search | Results | Advanced | My shelf | My lists | My configuration | My profile | Help

BRITTA WEINERT | logged in / database menu

requests deposit address password

My profile BRITTA WEINERT (000412740)

With help of the following form the search for the requests can be refined:

progress | all | urgency | all | request type | all

requests from to (day) (month) (year(month-day))

There are 2 requests. Click on a request to inspect it.

No.	Title	Status	Request number	Date
0001	Unsere Jahrhundert: ein Gespräch		A162941556	14-07-2010
0002	Das Lied vom brautigen Sonntag: Roman		A161924756	20-05-2010

Click the title of the document for viewing all data of one inter-library loan request.

Where can I get my ordered documents?

The **books** (not the copies!) are indicated in your account of the local catalogue (OPAC) of Greifswald University Library. Besides the University Library sends you a message: either you get an e-mail or (if the library doesn't know an e-mail-address) you get a letter. The books and/or copies can be picked up at the service desk of the University Library (Felix-Hausdorff-Straße.). Please mind that **the books are kept for only 10 days** at the service desk!

Books and journal articles which are held in Greifswald are not supplied from other libraries.

What can be done if the inter-library loan request failed?

In this case, please contact the librarian of the inter-library lending division for help during the service hours. Tel. 03834/420-1523.

For further information ask the ...

service desk: tel. 03834/420-1515

inter-library loan division: tel. 03834/420-1523

Homepage: <https://ub.uni-greifswald.de>

E-Mail: ubinfo@uni-greifswald.de

Facebook: www.facebook.com/UB.Greifswald



Universitätsbibliothek Greifswald

UNIVERSITÄT GREIFSWALD
Wissen lockt. Seit 1456



Felix-Hausdorff-Straße 10, 17489 Greifswald
Tel. 03834/420-1515

Informationsblatt 7.2.2: Online order of inter-library loans

Stand: August 2020

When you have found requested literature in the GBV union catalogue (another name is GVK or GBV search & order):

When the books or articles that you need to obtain were found in a database with the possibility of ordering via inter-library loan, it is primarily in your own interest to ensure that these items are not already held by Greifswald University Library before you place your request.

It is also necessary that you have registered before as user of Greifswald University Library and that you ensure you were also registered for the online inter-library loan service. This can be done at the library's service desk of the University Library (Felix-Hausdorff-Str. 10). Each inter-library loan order costs a fee of 1,50 € and must be paid at the service desk before the order.

Loan accounts that are not used over a long time are regularly deleted by the GBV. Account without a deposit are deleted 24 months after the last login. Inter-library loan accounts with a deposit are deleted after 3 years. The manual deletion at the request of the user is of course possible at any time at the service desk of the Central University Library.

A tip for using the GBV union catalogue: You can get its English version by clicking the British flag on the top.

How can you order a book from the GBV union catalogue?

When you see the full description of the document (with connection to library holdings) you can place the order. Click the word “loan request“/„Leihbestellung“ right of your display.

Now you have to enter the number of your Greifswald library card and the password you got for the inter-library loan. Click the button „send“/„Absenden“.

Go to the bottom of the screen. There again you will have to fill in your above password. Last of all click the button “request“/„Bestellen“. Your order will be processed.

When your order was accepted, the new score of your account and a special delivery number of your order are shown (Your units of account decrease; you need one unit for each order).

How can you order a journal article?

If you have found a desired article in a database with ordering function (via SFX), it is a similar procedure as the ordering of a book.

For example: Ordering an article from the database IBZ (Internationale Bibliographie der Zeitschriftenliteratur) – see next page!

When the article is shown with full description, you have to click the button „GRYPS SFX“. A new window will be opened. There choose the line „GBV Aufsatzbestellung via Fernleihe/Subito“. Now the journal title (which includes the desired article) is shown in the GBV Union Catalogue. (If there are several hits, choose the right one.) On the left side you can click the word „copy request“/„Kopiebestellung“. On the next screen you have to enter the number of the library card and your password (for the inter-library loan). Click the button „send“/„Absenden“.

The following screen shows you the journal title. You have to fill in publication year and volume, in which the wanted article has been published. After clicking the button “continue/Weiter” the order form is opened (see below). Now you have to enter further information concerning the article (author, title of the article, pages).

ATTENTION: If the desired article is **longer than 20 pages**, you may have to pay for the copied sheets of the article. If you do not make any remark, you agree to costs up to 8,00 €. Otherwise you can write in the field “remark”/„Bemerkung“ to which amount you are willing to pay.

According to German copyright law you have to confirm that you are using the article only for noncommercial purposes. So click the check box and fill in your password at the bottom of this screen. Then click the button “request”/„Bestellen“ for ordering the article.

When your order was accepted, the new score of your account and a special delivery number of your order are shown (Your units of account decrease; you need one unit for each order).

If there are no hits in the GBV union catalogue:

In this case the following message is indicated (see next page):

More interlibrary loan options via [Interlibrary loan outside GBV \(VFL\)](#)

Maybe the online ordering is possible on using a different regional German union catalogue. Thereto click the button “Interlibrary loan outside GBV (VFL)” (**This button is only visible in university network.**) A new screen is opened:

If any other regional German union catalogue contains the wanted document, the screen indicates one or more hits. Click on the title for viewing its full description:

Now click the word “loan request”/„Leihbestellung“ for ordering the document. The next screen is the registration form: enter your number of the library card and your password (the one for the inter-library loan).

After the registration the order form is displayed on the screen. If the data are correct, enter your password at the bottom of the screen. Then click the button „request“/„Bestellen“.