CHECK OUT, USE AND RETURN

As soon as your media is available for collection at the main library building, you will be contacted by e-mail. Please be aware that a late collection of your requested media will result in a shorter loan period.

The terms of usage (e.g. use only in the reading room, restrictions on copying) are specified by the supplying library.

LOAN PERIOD AND RENEWALS

Loan periods are specified by the supplying library and usually come to 4 weeks for books. The loan period is stated on the enclosed receipt as well as in your ThULB user account.

3 to 4 days before the loan period expires, renewals can be requested either at the Central Loan Desk in the main library building or by e-mail: thulb_fernleihe@thulb.uni-jena.de.

Please return borrowed media at the Central Loan Desk. Copies will remain in your possession.

If you have questions concerning the use of inter-library loan literature, please contact the inter-library loan service.

CONVENTIONAL INTER-LIBRARY LOAN

If you are unable to find the desired literature in the catalogues listed, or if inter-library loan is unavailable online, please contact us: thulb_fernleihe@thulb.uni-jena.de

www.thulb.uni-jena.de
WHAT IS INTER-LIBRARY LOAN?

Inter-library loan can provide media which is available neither in the ThULB, nor in any other library in Jena, nor as an electronic full text. Before initiating an inter-library loan, please use the “ThULB-Suche” and our subject information service for your research.

Each order is charged with 1,50 Euro. The delivery takes between one and two weeks.

General information regarding inter-library loans can be obtained at all ThULB information desks. There you can furthermore register an account and purchase inter-library loan credit.

REQUIREMENTS

- You own a thoska.
- You have registered with the ThULB.
- You have a valid user identification issued by the University Computer Centre (URZ).

REGISTRATION FOR INTER-LIBRARY LOAN

For using the inter-library loan service, you need an inter-library loan account as well as purchase credit or red request forms. Both can be obtained via the ThULB website:

Bestellen & Ausleihen – Fernleihe – Webformular

https://fernleihe.thulb.uni-jena.de

The login dates for your new user account will be sent to you via the mail address you provided for your registration at the ThULB. Please pay the accrued costs for your inter-library loan during your next library visit at the Central Loan Desk or at the self-service machine.

START AND SEARCH

In the ThULB website’s footer under the headline Recherche you can access the GVK – online catalogue of the Common Library Network (GBV) – as well as the GVK-Plus. The latter additionally provides articles. It is available from inside the Friedrich Schiller University network or via VPN.

You can request literature online from both catalogues.

LISTS AND FULL RECORD

If your search produced multiple hits, they will be presented in a short list. Click on a title to access its full record. If the desired literature is unavailable in the GBV catalogue or unable to be ordered, you may direct your request to inter-library loans outside GBV (VFL).

REQUEST

Either click on loan request or copy request in the toolbar above the title’s full record. Enter your thoska number and inter-library loan password on the next screen. After the login you get an electronic order form.

If you want to order an article from a bound journal, please enter the missing information.

The comment field can be used for short messages to the supplying library. Please enter your password once again and send the inter-library loan request by using the button request.

INTER-LIBRARY LOAN ACCOUNT

Clicking in the GVK or in the GVK-Plus on inter-library loan account in the upper toolbar will give you an overview of your inter-library loan requests as well as their processing statuses.

Requests that could not be completed (media on loan or not available) will be followed up by the ThULB’s inter-library loan service, which tries to obtain the literature from other libraries.

Once logged on to your inter-library loan account, you can furthermore change your password or check your account balance.

LOG OUT

Please use the logout link.

FURTHER INFORMATION

Further information concerning inter-library loans can be found on the ThULB website:

Bestellen & Ausleihen – Fernleihe

http://www.thulb.uni-jena.de/fernleihe.html