



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.

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

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:

fernleihe_thulb@uni-jena.de.

If you have questions concerning the use of media, please contact the interlibrary loan service.

CONVENTIONAL INTERLIBRARY LOAN

If research in catalogues does not lead to satisfying result lists, or if interlibrary loan is unavailable, please contact us: fernleihe_thulb@uni-jena.de

FURTHER INFORMATION

Further information concerning interlibrary loans can be found on the ThULB website:

Bestellen & Ausleihen – Fernleihe



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

CONTACT

INTER-LIBRARY LOAN SERVICE

Phone: +49 (0) 3641 9-404 131

E-Mail: fernleihe_thulb@uni-jena.de

Service hours:
Monday - Friday 9.00 – 16.00



www.thulb.uni-jena.de

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3 - INTERLIBRARY LOAN



Interlibrary loan



THÜRINGER UNIVERSITÄTS- UND
LANDESBIBLIOTHEK JENA

WHAT IS INTERLIBRARY LOAN?

Interlibrary 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 interlibrary 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 interlibrary loans can be obtained at all ThULB information desks. There you can furthermore register an account and purchase interlibrary 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 INTERLIBRARY LOAN

For using the interlibrary loan service, you need an interlibrary 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>

Please pay the accrued costs for your interlibrary loan during your next library visit at the Central Loan Desk or at the self-service machine.

LOGIN DETAILS

The login details for your new interlibrary loan account will be sent to you via the mail address which you stored in the library's database upon registration. In case login details got lost, please use our online form to request a newly generated password.

OFFICIAL BUSINESS REQUESTS

As a staff member of Friedrich Schiller University, you are entitled to request media via the interlibrary loan system for official business purposes. In order to do so, please fill in the form for **official interlibrary loan requests** and send it to the ThULB's Interlibrary Loans Department.

Costs for loans will be cleared via the cost centre that is stated on the application. However, media will be requested in the name of the applicant. Thus, please always fill in your library user card number.

START AND SEARCH

Interlibrary loans can be requested via the **GVK - the online catalogue of the Common Library Network (GBV)**. The GVK can be accessed via the following ways:

- Click **Bestellen & Ausleihen – Fernleihe**
- At the bottom of the website (blue section); column **RECHERCHE**: Click **GVK (Fernleihe)**

If your search produced multiple hits, they will be presented in a short list. To read information on an individual hit in full display, please click on the title. If the desired literature is unavailable in the GBV catalogue or unable to be ordered, you may direct your request to **interlibrary 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 interlibrary loan password on the next screen. After the login you get an electronic order form.

In case you want to request a copy of an article from a journal or a book, please edit the missing bibliographical data.

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

INTERLIBRARY LOAN ACCOUNT

Clicking in the GVK on **interlibrary loan account** in the upper toolbar will give you an overview of your interlibrary loan requests as well as their processing statuses.

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

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