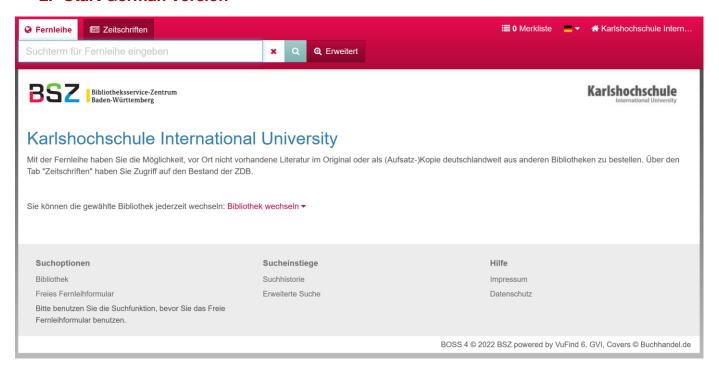
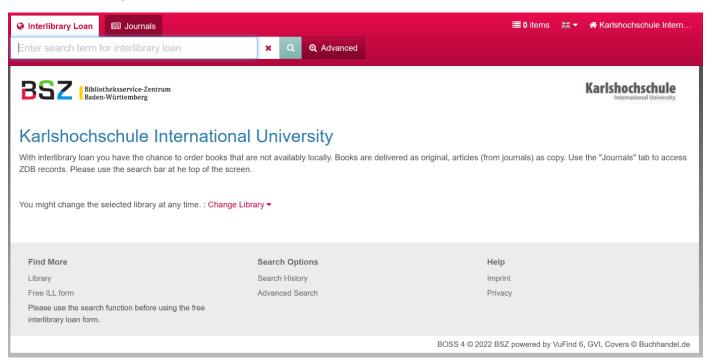
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1. Step by step instruction - will be found below!

2. Start German Version



3. Start English Version

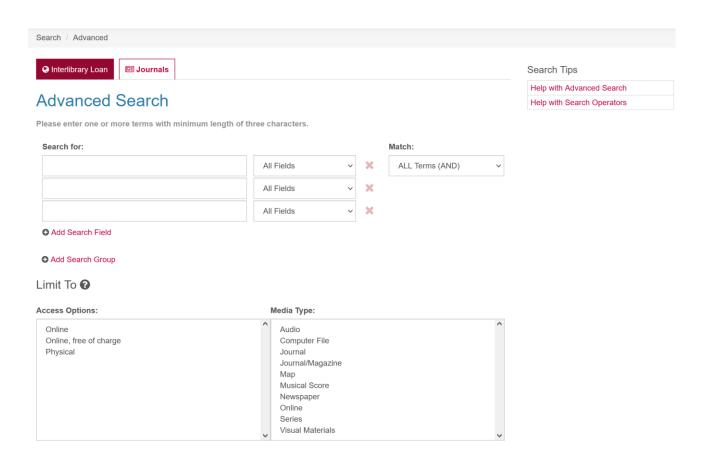


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4. Interlibrary Loan Journal articles → Enter search term for Journals



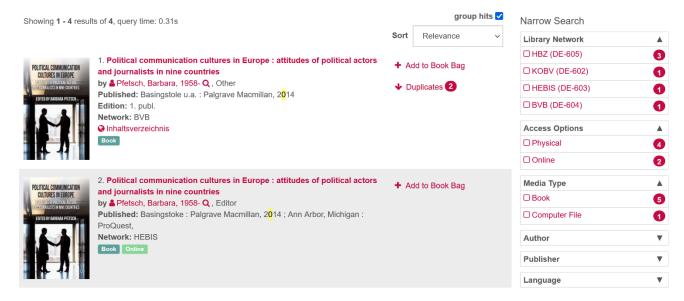
- 5. The interface allows you to start with the One-Slot Search
- 6. Advanced Search Interface



7. Local availability is already displayed in the short list.

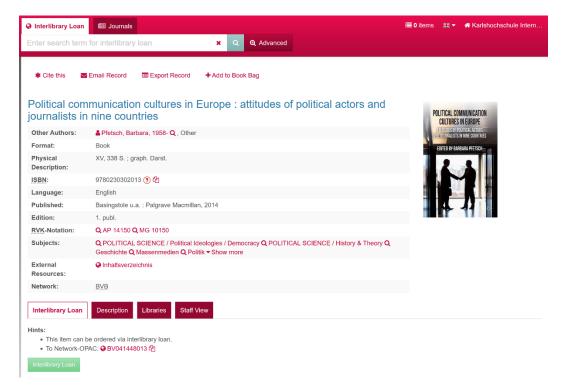
8. The display of the records

You get a hit list with search results. Maybe you need to edit your search. To restrict the hit quantity, limit and narrow your search by choosing a language, media type and so on.



You can edit the hits and navigate between data. The context of the original search is preserved at all steps.

9. Navigate to the detailed view of a selected hit with his bibliographic details.



10. To final proceeds the interlibrary loan order press the button:

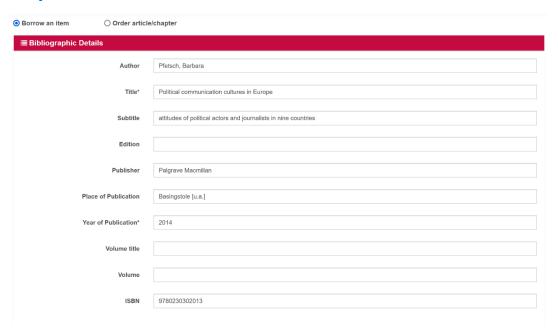


11. Order Form to submit your query

The order form is filled out automatically with the bibliographic details from your desired record. To complete the order, fill in the fields and consider, some fields are required. To submit the query press the button "Order".

Step by step instruction

Step 1: Borrow an item



Step 2:

Order a journal article or a chapter/ Pages from a book →link to "Order article/chapter"

I≣ Order article/chapter		
If COPY is requested: details to the article		
Author(s) of Article*	Multiple authors can be separated by semicolon	
Title of Article*		
Pages*		

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Step 3:

I≣ Delivery Conditions	
Library*	Karlshochschule International University
Where to collect*	There are no places configured
Alternatively, deliver different edition/issue:	
Alternatively, deliver different language	
Copy, in case the original is not deliverable	
I agree to additional charges of up to (EUR)*	8 🗘
	Copying orders may incur costs in addition to the interlibrary loan fee.
Remarks	
	Mi.

Step 4:

≣ Login details			
Account Number*			
TAN*			
□ * I certify that I will not use the ordered items/copies for commercial purposes.			
Fee-required Order * Mandatory field			

Account Number = your personal Karlshochschule username*

*part of the university mail address before the @

Example: jdoe@karlshochschule.de

TAN = Transaction number = a one-time-password

Tan request: library@karlshochschule.de