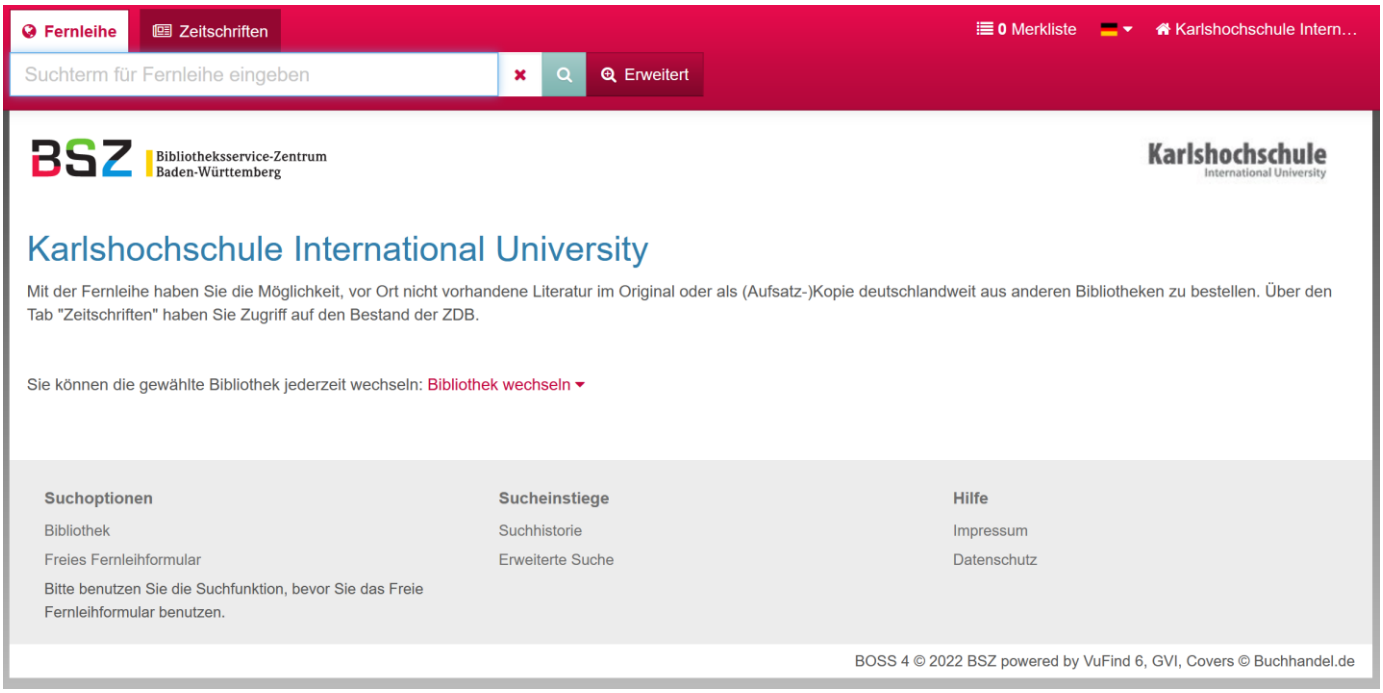
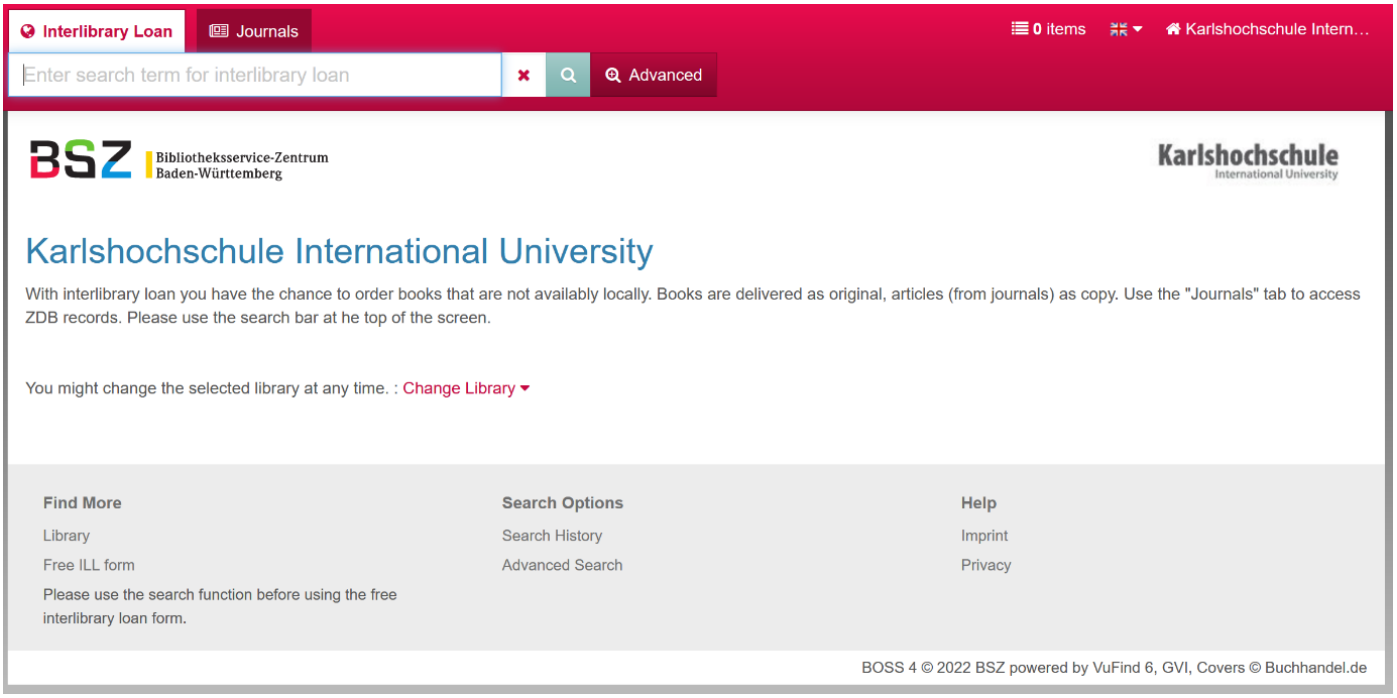
The Interlibrary Loan Portal Karlshochschule International University

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

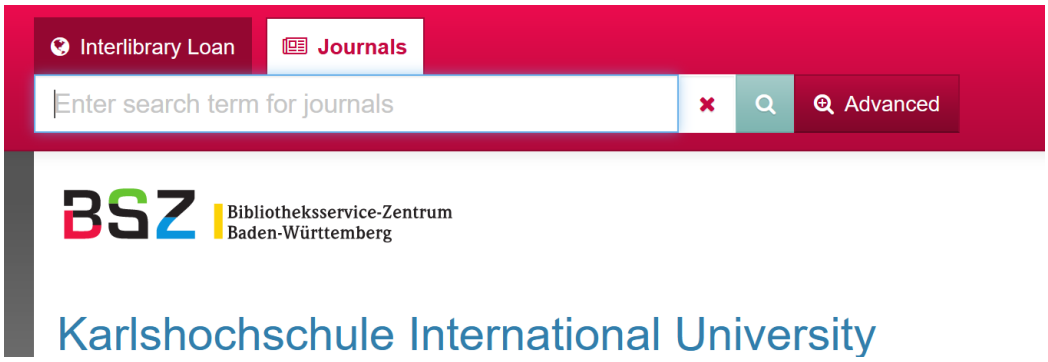
2. Start German Version



3. Start English Version

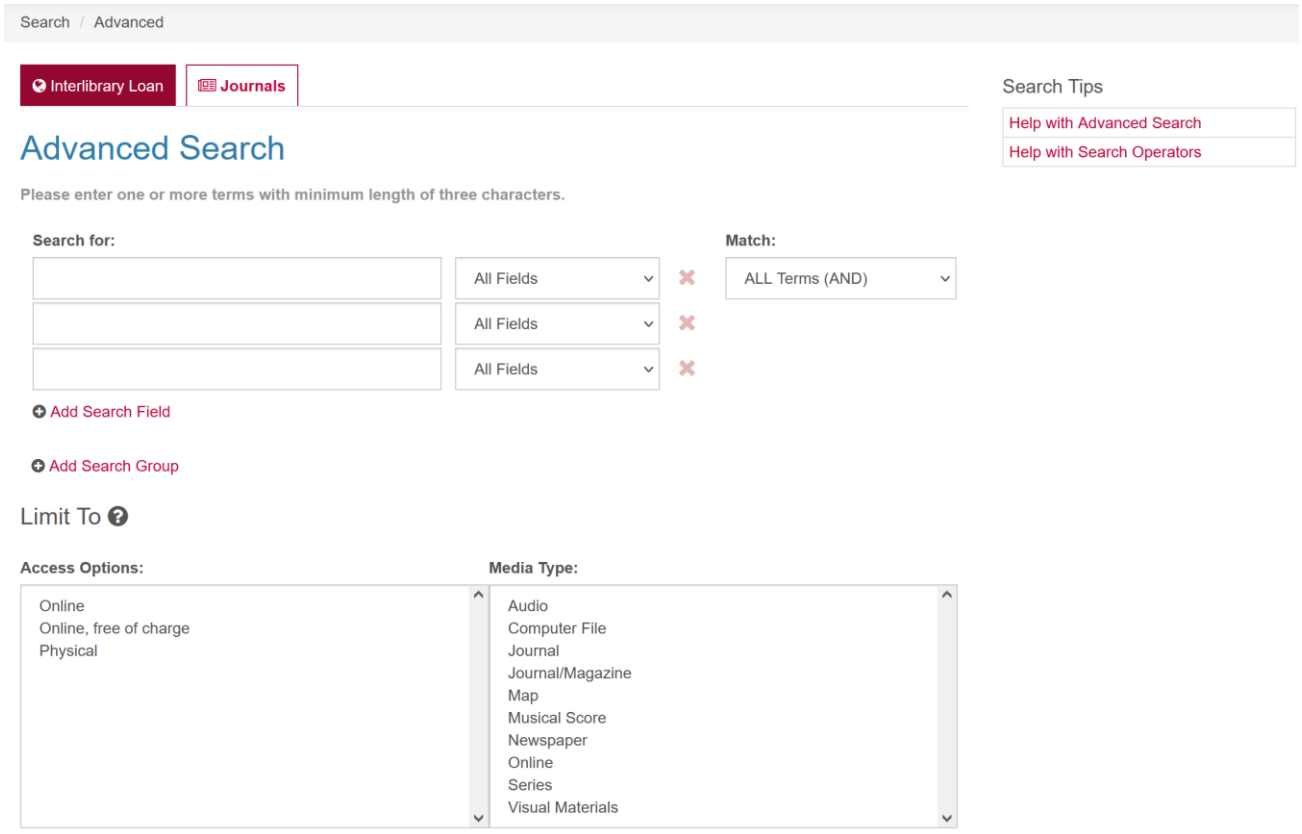


4. Interlibrary Loan Journal articles →Enter search term for Journals



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

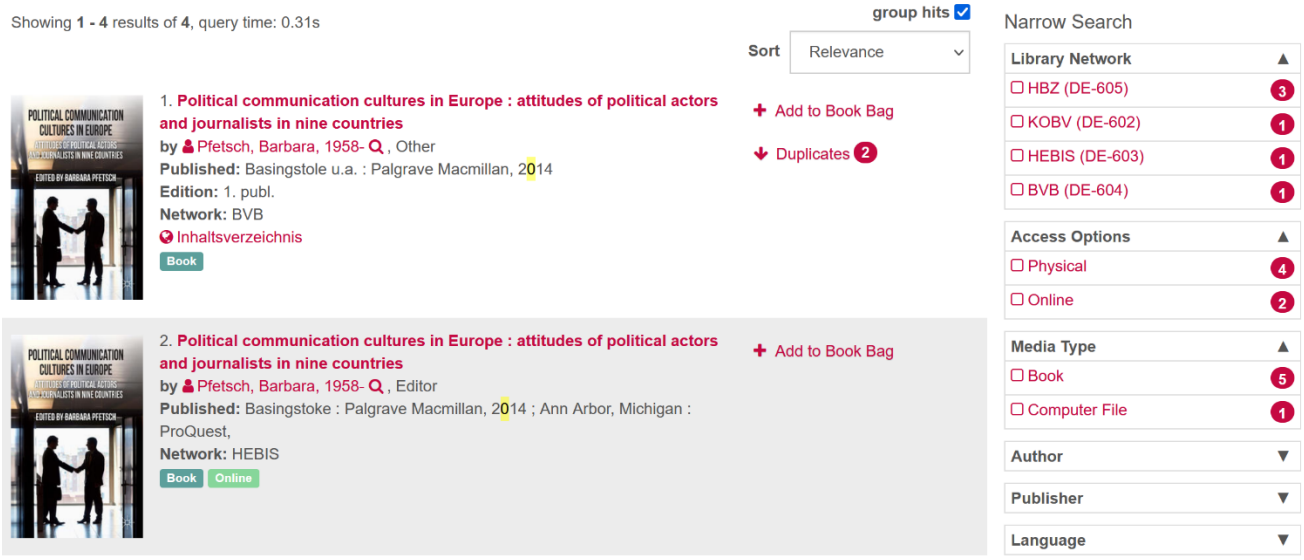
6. Advanced Search Interface



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

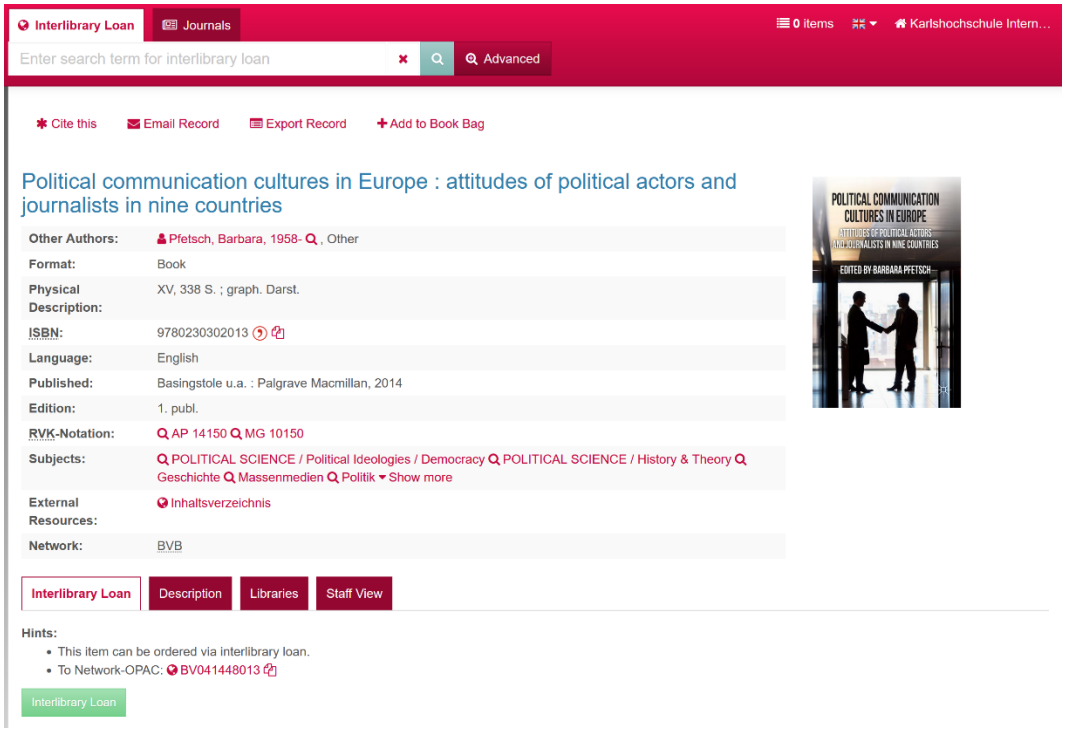
8. **The display of the records**

   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.**



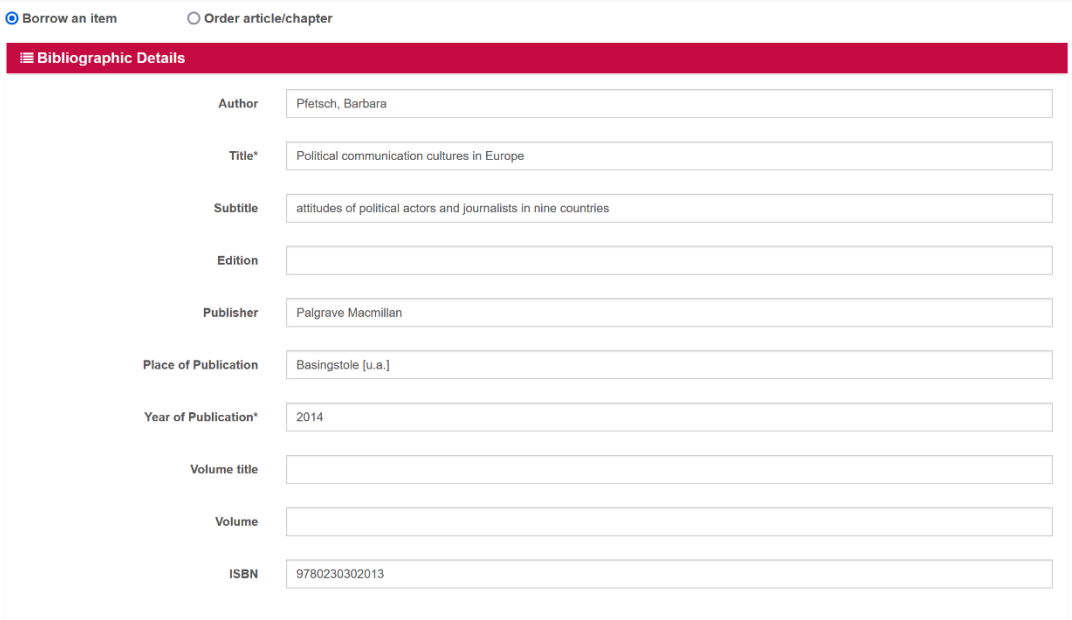
10. To final proceeds the interlibrary loan order press the button:

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".

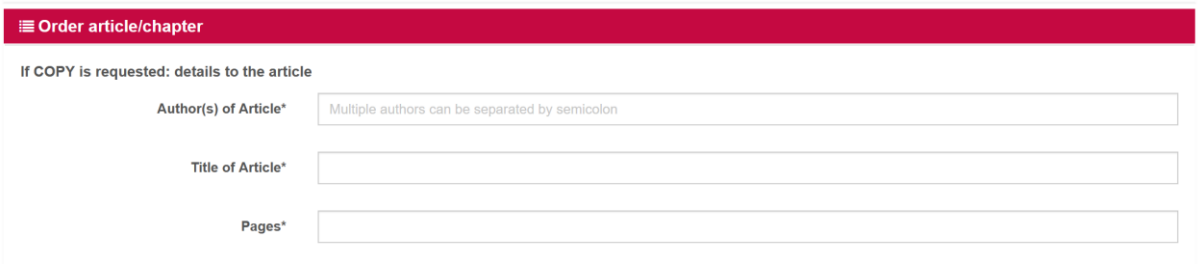
Step by step instruction

Step 1: Borrow an item

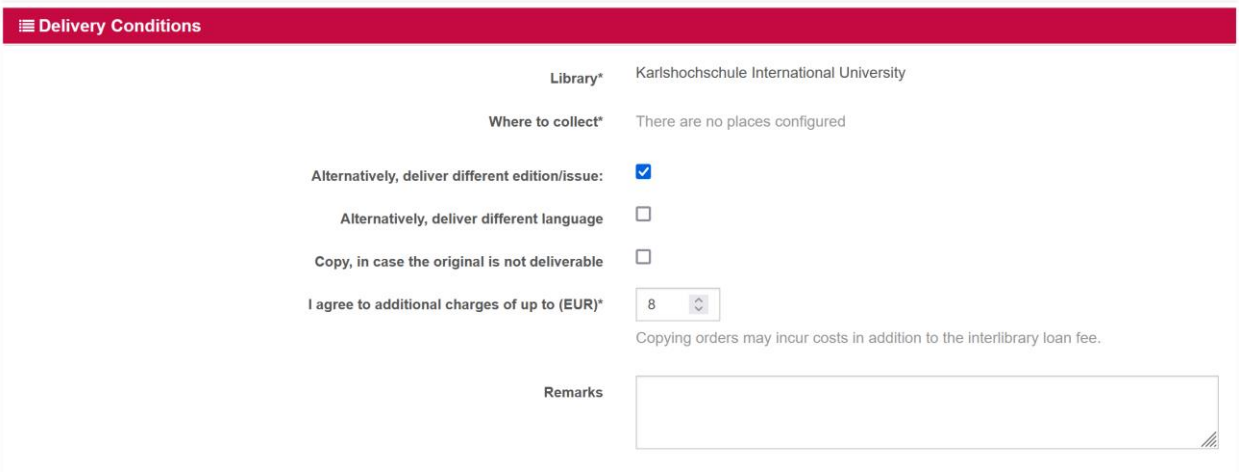


Step 2:

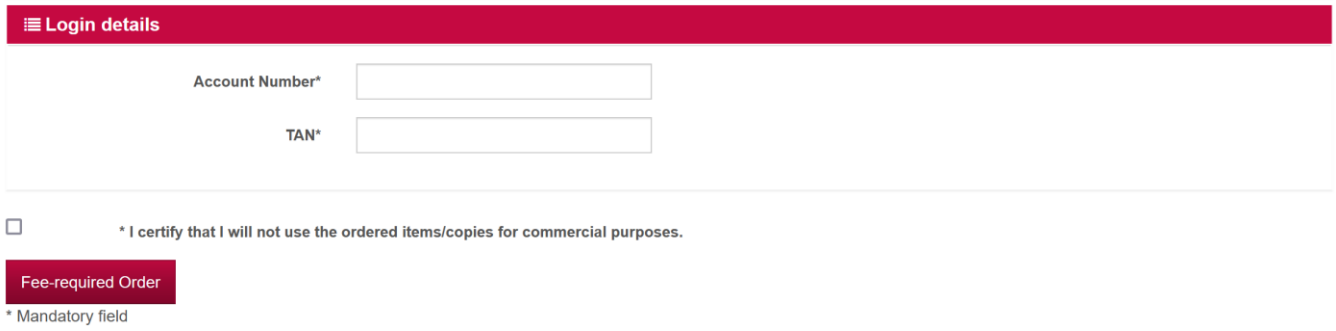
Order a journal article or a chapter/ Pages from a book →link to "Order article/chapter"



Step 3:



Step 4:



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