

# The Interlibrary Loan Portal Karlshochschule International University

## Start page German Version

The screenshot shows the German version of the portal. At the top, there is a search bar with the placeholder text "Bitte geben Sie einen Suchbegriff ein" and a search icon. To the right of the search bar are links for "Erweitert", "0 Merkliste", "Login", a language selector (German flag), and a home icon. Below the search bar, the logos for "BSZ Bibliotheksservice-Zentrum Baden-Württemberg" and "Karlshochschule International University" are displayed. The main heading is "Karlshochschule International University - Bibliothek". Below this, a paragraph explains the interlibrary loan service: "Mit der Fernleihe haben Sie die Möglichkeit, vor Ort nicht vorhandene Literatur im Original oder als (Aufsatz-)Kopie deutschlandweit aus anderen Bibliotheken zu bestellen. Bitte nutzen Sie den Suchschlitz am oberen Bildschirmrand." Below the text are three main navigation boxes: "Zur Bibliothek" with a link to "Bibliothek"; "Suchoptionen" with links to "Suchhistorie" and "Erweiterte Suche"; and "Impressum" with links to "Impressum" and "Datenschutz". At the bottom, a footer contains the text: "BOSS 2.8 © 2018 BSZ powered by vufind 2, Covers © Buchhandel.de, OpenLibrary".

## Start page English Version

The screenshot shows the English version of the portal. At the top, there is a search bar with the placeholder text "Please enter a search keyword" and a search icon. To the right of the search bar are links for "Advanced", "0 items", "Institutional Login", a language selector (English flag), and a home icon. Below the search bar, the logos for "BSZ Bibliotheksservice-Zentrum Baden-Württemberg" and "Karlshochschule International University" are displayed. The main heading is "Karlshochschule International University - Bibliothek". Below this, a paragraph explains the interlibrary loan service: "With interlibrary loan you have the chance to order books that are not available locally. Books are delivered as original, articles (from journals) as copy. Please use the search bar at the top of the screen." Below the text are three main navigation boxes: "To Library" with a link to "Library"; "Search Options" with links to "Search history" and "Advanced search"; and "Imprint" with links to "Imprint" and "Privacy". At the bottom, a footer contains the text: "BOSS 2.8 © 2018 BSZ powered by vufind 2, Covers © Buchhandel.de, OpenLibrary".

Mandy Rosenberg  
Stand November 2018

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The interface allows you to start with the **one-slot search**. Local availability is already displayed in the short list.

## Advanced Search Interface

The screenshot displays the 'Advanced Search' interface. At the top left, it says 'Search / Advanced'. The main section is titled 'Advanced Search' and contains a search form with three input fields for 'Search for:'. To the right of these fields are three dropdown menus, each set to 'All Fields', with a red minus sign to the right of each. A 'Match:' dropdown menu is set to 'ALL Terms (AND)'. Below the search fields is a green plus icon and the text 'Add Search Field'. Below the search fields is a green plus icon and the text 'Add Search Group'. The 'Limit To' section is divided into two columns: 'Access Options' and 'Media Type'. 'Access Options' includes 'Online', 'Online, free of charge', and 'Physical'. 'Media Type' includes 'Map', 'Musical Score', 'Musik', 'Newspaper', 'Online', 'Physical Object', 'Series', 'Thesis/Dissertation', 'Video', and 'Visuelle Medien'. Below the 'Limit To' section is the 'Year of Publication' section, which has 'From:' and 'To:' input fields and a range slider. A red 'Find' button is located at the bottom right of the search interface.

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## The display of the records


Search: culture / [Edit this Advanced Search](#)


Showing 1 - 20 of 904,800 for search: 'culture', query time: 0,63s


Sort: Relevance ▼


Select Page | [Export](#) | [Add to Book Bag](#)

1  **The Mouton Atlas of Languages and Cultures**  
Published: 2019  
Network: BVB  
[Inhaltstext](#)  
[Book](#)

2  **International management : culture, strategy, and behavior**  
by Q Doh, Jonathan P.  
Published: 2018  
Edition: Tenth edition  
Network: SWB  
[Book](#)

3  **Handbuch Förder- und Freundeskreise in der Kultur : Rahmenbedingungen, Akteure und Management**  
Published: 2018  
Edition: 1. Auflage  
Network: SWB  
[Get full text](#)  
[Book](#)

4  **Verzeihen, Versöhnen, Vergessen : Soziologische Perspektiven**  
Published: 2018  
Edition: 1. Auflage  
Network: SWB  
[Get full text](#)  
[Book](#)

5  **Christa Wolf : a companion**  
Published: 2018  
Network: SWB  
[Get full text](#)  
[Book](#)

**Narrow Search**

Remove Filters

Access Options: Physical ✕

Media Type: Book ✕

Verbund ▼

Access Options ▲

Physical

Media Type ▲

Book

Thesis/Dissertation 43,411

Computerdatei 2,777

Government Document 128

Video 1

Author ▼

Language ▼

Year of Publication ▼

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

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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.

The screenshot shows a search results page with a red header. The search bar contains 'Please enter a search keyword' and a search icon. To the right of the search bar, it says 'Advanced' and '0 items'. Below the search bar, the search criteria are 'Search: (All Fields:meffert)' and 'Showing 1 - 20 of 6,713 query time: 0,21s'. The results are sorted by 'Relevance'. On the right side, there is a 'Narrow Search' panel with dropdown menus for 'Verbund', 'Access Options', 'Media Type', 'Author', 'Language', and 'Year of Publication'. The main content area displays five search results, each with a checkbox, a book icon, and details about the item.

Item	Title	Author	Network	Media Type
<input type="checkbox"/> 1	Die Familie Meffert	by Meffert, Heinrich	HEBIS	Book
<input type="checkbox"/> 2	Die Familie Meffert	by Meffert, Heinrich Wilhelm	HEBIS	Book
<input type="checkbox"/> 3	s. Meffert, Heinrich	by Meffert, Heinrich Wilhelm	HEBIS	Book
<input type="checkbox"/> 4	Marketing		HEBIS	Book, Compilation
<input type="checkbox"/> 5	Heribert Meffert u. Hartwig Steffenhagen unter Mitarb	by Meffert, Heribert	HEBIS	Book

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

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

The screenshot shows the detailed view of a book in the Interlibrary Loan Portal. The page features a search bar at the top, navigation tabs for 'Volumes', 'Description', 'Libraries', and 'Staff View', and a table of related items. The book details include the title 'Marketingforschung und Käuferverhalten', author 'Meffert, Heribert, 1937-', and a green 'Interlibrary Loan' button.

Search / Marketingforschung und Käuferver... / Volumes

☰ - ✉ Email this 📄 Export Record 📁 Add to Book Bag

Marketingforschung und Käuferverhalten. 1,2, [Hauptwerk]

Superior Title: » Marketingforschung und Käuferverhalten

Jahrgang/Band: 1,2,

Main Author: 🔍 Meffert, Heribert, 1937- (Q GND-ID)

Format: Book

Physical Description: XVII, 477 S. S. : graph. Darst.

ISBN: 9783409236065 [🔗]

Language: German

Published: Wiesbaden : Gabler, 1992

Edition: 2., vollst. überarb. u. erw. Aufl.

RVK-Notation 🔍 QP 611 🔍 QW 300

External Resources: 📄 Cover

Interlibrary Loan

Volumes Description Libraries Staff View

Title	Year	Band	Author
» Marketingforschung und Käuferverhalten. 2,2, Persönliches Dozentenexemplar, Abbildungen	1993	2,2,	Meffert, Heribert, 1937-
» Marketingforschung und Käuferverhalten. 1,2, [Hauptwerk]	1992	1,2,	Meffert, Heribert, 1937-

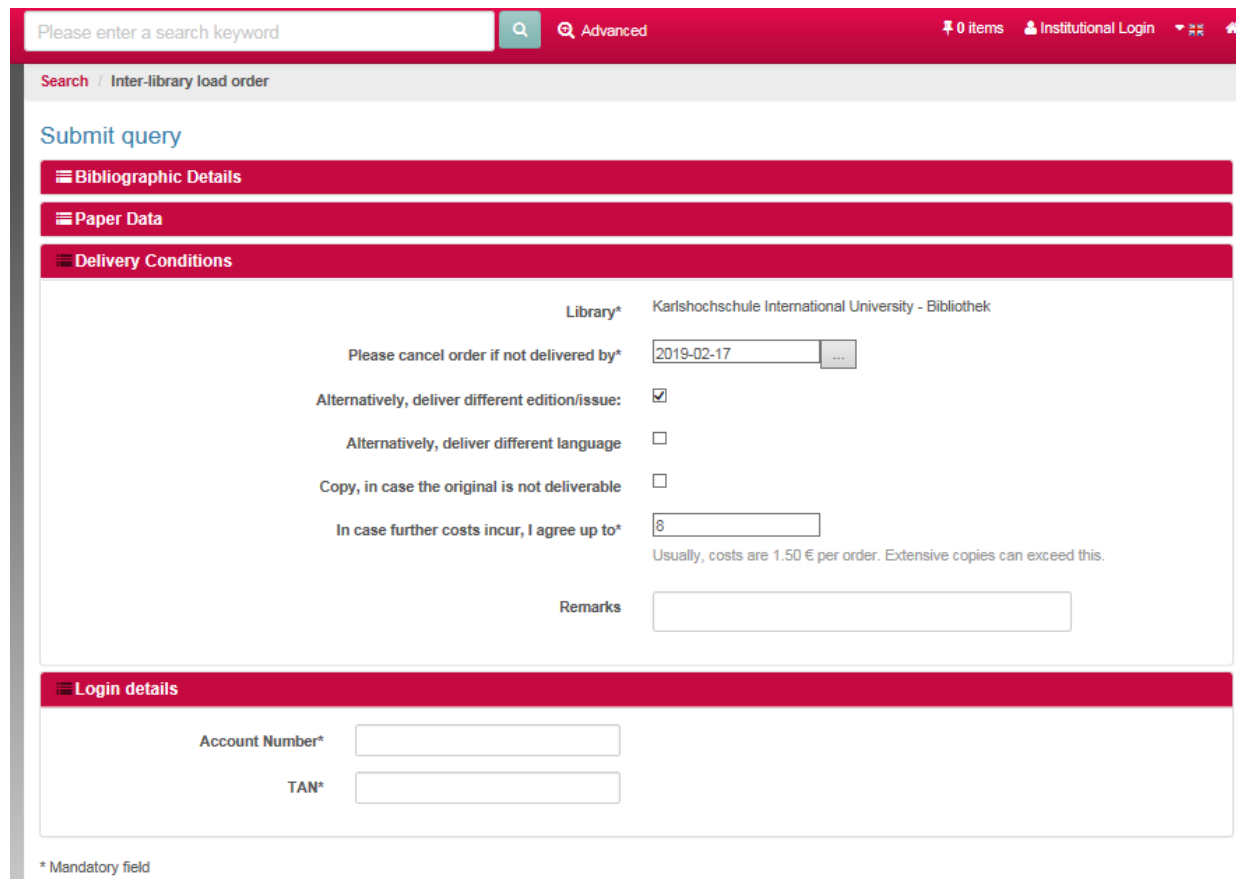
➤ To final proceeds the interlibrary loan order press the button:

Interlibrary Loan

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## 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”.



The screenshot shows the 'Submit query' form in the Interlibrary Loan Portal. The form is divided into three main sections: Bibliographic Details, Paper Data, and Delivery Conditions. The Bibliographic Details section is currently expanded, showing the library name 'Karlshochschule International University - Bibliothek' and a date field 'Please cancel order if not delivered by\*' set to '2019-02-17'. There are three checkboxes: 'Alternatively, deliver different edition/issue:' (checked), 'Alternatively, deliver different language' (unchecked), and 'Copy, in case the original is not deliverable' (unchecked). A cost field 'In case further costs incur, I agree up to\*' is set to '8', with a note below it: 'Usually, costs are 1.50 € per order. Extensive copies can exceed this.' A 'Remarks' field is also present. Below the Delivery Conditions section is the 'Login details' section, which includes fields for 'Account Number\*' and 'TAN\*'. A legend at the bottom left indicates that an asterisk (\*) denotes a mandatory field.

Please enter a search keyword    0 items Institutional Login

[Search](#) / [Inter-library load order](#)

### Submit query

- Bibliographic Details**
- Paper Data**
- Delivery Conditions**

Library\* Karlshochschule International University - Bibliothek

Please cancel order if not delivered by\*

Alternatively, deliver different edition/issue:

Alternatively, deliver different language

Copy, in case the original is not deliverable

In case further costs incur, I agree up to\*   
Usually, costs are 1.50 € per order. Extensive copies can exceed this.

Remarks

### Login details

Account Number\*

TAN\*

\* Mandatory field

## Step by step instruction

### Step 1

Bibliographic Details	
Author	<input type="text" value="Schulte, Thorsten"/>
Title*	<input type="text" value="Guerrilla-Marketing für Unternehmertypen"/>
Untertitel	<input type="text" value="das Kompendium"/>
Edition	<input type="text"/>
Publisher	<input type="text" value="Verl. Wiss. und Praxis"/>
Place of Publication	<input type="text" value="Sternenfels"/>
Year of Publication*	<input type="text" value="2007"/>
Band	<input type="text"/>
ISBN	<input type="text" value="9783896734358"/>

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**Step 2:** In case you order a journal article or a chapter/ Pages from a book

### Paper Data

Here you can order single articles or pages as copy.

Aufsatzautor	<input type="text"/>
Aufsatztitel	<input type="text"/>
Seite(n)	<input type="text"/>

**Step 3:**

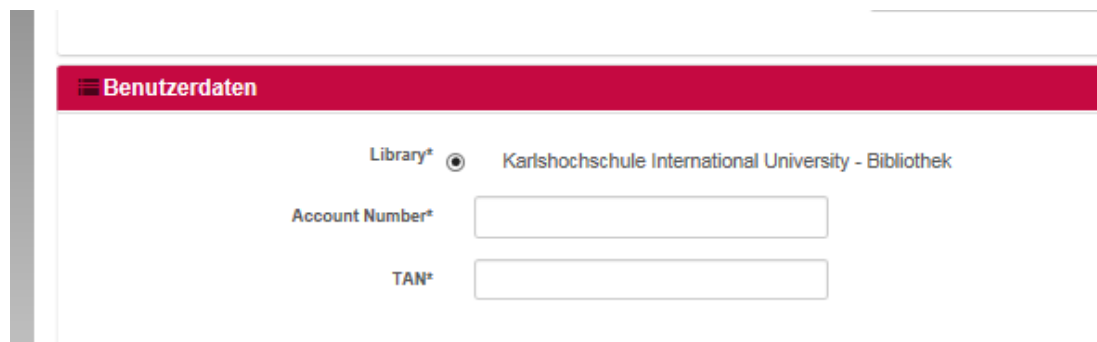
### Delivery Conditions

Cancel order if non-dischargeable until*	<input type="text" value="2017-09-23"/> ...
Ersatzweise andere Auflage liefern:	<input checked="" type="checkbox"/>
Ersatzweise in anderer Sprache liefern	<input type="checkbox"/>
Kopie, wenn Original nicht verfügbar	<input type="checkbox"/>
Falls Kosten anfallen, einverstanden bis EUR*	<input type="text" value="8"/>
	Usually, costs are 1.50 € per order. Extensive copies can exceed this.
Bemerkung	<input type="text"/>

**Step 4:**



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The screenshot shows a web form titled "Benutzerdaten" (User Data) with a red header. Below the header, there are three input fields: "Library\*" with a radio button selected for "Karlshochschule International University - Bibliothek", "Account Number\*" with an empty text box, and "TAN\*" with an empty text box.

**Account Number** = your personal Karlshochschule **username\***

\*part of the university mail address before the @/ Example: **jd**oe@karlshochschule.de

**TAN** = **Transaction number** is a **one-time-password**

Tan request here: [bibl@karlshochschule.de](mailto:bibl@karlshochschule.de)

### Tools to manage your records

  Email this  Export Record  Add to Book Bag

- Send record details via Email
- Export this title to use it in a literature management system like Citavi or Endnote.
- Add to your watch list

### Other useful Search Tips

## The Interlibrary Loan Portal Karlshochschule International University

Search Tools: [📡 Get RSS Feed](#) [✉ Email this Search](#) [📄 Free interlibrary-loan form](#)

- Save your search by sending via Email
- Free Interlibrary-loan form for orders after search without records!

### If you need more search fields



The screenshot shows the advanced search interface. On the left, under "Search for:", there are three text input fields. The first field contains the text "guerilla marketing". To the right of each input field is a dropdown menu currently set to "All Fields". To the right of these dropdowns are three red minus signs. To the right of the minus signs is a "Match:" dropdown menu currently set to "ALL Terms (AND)". At the bottom left of the search area is a button labeled "Add Search Field" with a plus icon.

## Advanced Search Tips

### Search Fields

When you first visit the Advanced Search page, you are presented with several search fields. In each field, you can type the keywords you want to search for. Search operators are allowed.

Each field is accompanied by a drop-down that lets you specify the type of data (title, author, etc.) you are searching for. You can mix and match search types however you like.

The "Match" setting lets you specify how multiple search fields should be handled.

- ALL Terms - Return only records that match every search field.
- ANY Terms - Return any records that match at least one search field.

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- NO Terms -- Return all records EXCEPT those that match search fields.

The "Add Search Field" button may be used to add additional search fields to the form. You may use as many search fields as you wish.

### Search Groups

For certain complex searches, a single set of search fields may not be enough. For example, suppose you want to find books about the history of China or India. If you did an ALL Terms search for China, India, and History, you would only get books about China AND India. If you did an ANY Terms search, you would get books about history that had nothing to do with China or India.

Search Groups provide a way to build searches from multiple groups of search fields. Every time you click the "Add Search Group" button, a new group of fields is added. Once you have multiple search groups, you can remove unwanted groups with the "Remove Search Group" button, and you can specify whether you want to match on ANY or ALL search groups.

In the history of China or India example described above, you could solve the problem using search groups like this:

- In the first search group, enter "India" and "China" and make sure that the "Match" setting is "ANY Terms."
- Add a second search group and enter "history."
- Make sure the match setting next to the Search Groups header is set to "ALL Groups."

## Other helpful Search Tips

### Wildcard Searches

To perform a single character wildcard search use the ? symbol.

For example, to search for "woman" or "women" you can use the search:

```
wom?n
```

To perform a multiple character, 0 or more, wildcard search use the \* symbol.

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For example, to search for test, tests or tester, you can use the search:

```
test*
```

You can also use the wildcard searches in the middle of a term.

```
te*t
```

Note: You cannot use a \* or ? symbol as the first character of a search.

### Fuzzy Searches

Use the tilde ~ symbol at the end of a **Single** word Term. For example, to search for variant spellings of "Tchaikovsky," use the fuzzy search:

```
Tchaikovsky~
```

An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. For example:

```
Tchaikovsky~0.8
```

The default that is used if the parameter is not given is 0.5.

### Proximity Searches

Use the tilde ~ symbol at the end of a **Multiple** word Term. For example, to search for economics and keynes that are within 10 words apart:

```
"economics Keynes"~10
```

### Range Searches

To perform a range search you can use the { } characters. For example to search for a term that starts with either A, B, or C:

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{A TO C}

The same can be done with numeric fields such as the Year:

[2002 TO 2003]

### Boosting a Term

To apply more value to a term, you can use the ^ character. For example, you can try the following search:

economics Keynes^5

Which will give more value to the term "Keynes"

### Boolean Operators

Boolean operators allow terms to be combined with logic operators. The following operators are allowed: **AND**, **+**, **OR**, **NOT** and **-**.

Note: Boolean operators must be ALL CAPS

#### **AND**

The **AND** operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the AND operator is used. The AND operator matches records where both terms exist anywhere in the field of a record.

To search for records that contain "economics" and "Keynes" use the query:

economics Keynes

or

economics AND Keynes

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+

The "+" or required operator requires that the term after the "+" symbol exist somewhere in the field of a record.

To search for records that must contain "economics" and may contain "Keynes" use the query:

```
+economics Keynes
```

**OR**

The OR operator links two terms and finds a matching record if either of the terms exist in a record.

To search for documents that contain either "economics Keynes" or just "Keynes" use the query:

```
"economics Keynes" OR Keynes
```

**NOT**

The NOT operator excludes records that contain the term after NOT.

To search for documents that contain "economics" but not "Keynes" use the query:

```
economics NOT Keynes
```

Note: The NOT operator cannot be used with just one term. For example, the following search will return no results:

```
NOT economics
```

-

The - or prohibit operator excludes documents that contain the term after the "-" symbol.

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To search for documents that contain "economics" but not "Keynes" use the query:

economics -Keynes