

Acquisition Requests

The main menu of the FU Catalog includes the option *Acquisition Request*. Library patrons send in the titles of items they would like the university library or a departmental library to purchase.

To submit a request you need a personal e-mail account and a valid library card. You can suggest books or any other resource that the FU libraries do not have in their holdings. Only in exceptional cases, however, will second copies of items held in FU libraries be purchased.

You will be informed by e-mail whether it has been decided to purchase your requested item or not. If it is purchased you will be informed when the item can be collected from the circulation department. If the item has been put into the open stacks you will be informed which library it is in and its call number.

Please note that the library to which you submitted your acquisition request may decide to pass it on to another FU library that also has holdings in the same subject area.

University Library Interlibrary Loans

Tel.: (030) 838-542 22
Fax: (030) 838-547 61
e-mail: fernleih@ub.fu-berlin.de



Handy Tips: Always request the print version of items for interlibrary loans

Even if there is an electronic version always request the print version of materials because the system does not accept requests for e-resources.

If you encounter any difficulties, contact the university library's interlibrary loans service (see above).



OF THE FREIE UNIVERSITÄT BERLIN

Address: Garystr. 39, 14195 Berlin
Postfach 33 00 16



U-Bahn station: Thielplatz; Bus: 110 or M11

Tel.: +49 (030) 838 511 11
Fax: +49 (030) 838 537 38
e-mail: auskunft@ub.fu-berlin.de
Homepage: <http://www.ub.fu-berlin.de>

Opening Hours

**Information Center, Circulation Department,
Open Stacks, Undergraduate Collection:**
Mon–Fri 9–19,hrs

Reading Room, Open Periodicals Stacks:
Mon–Fri 9–20 hrs.

Documentation Center UN–EU:
Mon–Fri 9–20 hrs.
Information desk :
Mon 14–18, Tues–Fri 10–13 hrs or by appointment:
+49 (030) 838 523 99 or e-mail: uneu-dok@ub.fu-berlin.de

Dissertations Department (Room 66, Ground Floor):
Mon–Thurs 9–16, Fri 9–15 hrs.
(for submission of dissertations and theses)
Tel.: +49 (030) 838 542 76

Alpha Service Point:
Mon–Fri 10–20 hrs.
Copy center: assistance, sale of photocopies, cash sale of copies,
Book-eye, scanning, send by e-mail, etc.



Freie Universität Berlin

Accessing Items not Held in
FU Libraries
Interlibrary Loans and Acquisition Requests

Flyer No. 4



Interlibrary Loans

Requests for interlibrary loans (ILLs) will only be accepted for items that the FU's libraries do not have. Requests are submitted online via the **KOBV (Kooperativer Bibliotheksverbund Berlin-Brandenburg — Cooperative Library Network Berlin-Brandenburg) Portal**.

To sign in you need a valid FU library card.

How do I request an ILL?

First, check whether the item is listed in the FU Catalog or the Library Portal Primo (and is in one of the FU's libraries) or whether it can be accessed as an e-resource.

Requesting an ILL via the FU Catalog or the Library Portal and Primo

<http://opac.fu-berlin.de>

<http://primo.fu-berlin.de>

If these searches do not obtain any results click on

[Continue search in the KOBV? ILL request?](#)

Your search query is then transferred to the KOBV Portal where German libraries are searched simultaneously.

Requesting an ILL via the KOBV Portal

<http://digibib.kobv.de>

You can also search KOBV directly (important: select the set *KOBV Fernleihe*). The list of results can, in the case of books, be used as the basis for requesting ILLs.



If you are searching for journals it is essential that you select *Zeitschriftendatenbank (ZDB)*.

To place an interlibrary loan request click on the button

Requesting an ILL via the Zeitschriftendatenbank (ZDB)

<http://zdb-opac.de>

The ZDB is the main database to search for periodical publications in Germany. Search for the publication you want; next, click on *Loan request* on the sidebar and then on the KOBV logo.



Signing in

At this point you will arrive at the login page of these websites. Select *Berlin FU* as your home library (on signing in see also UB Flyer No. 3).

Placing an ILL loan request

The details of the item requested appear in the request form automatically. Please complete the details of journal articles. If you click on *Next/ Weiter* all the details of your request will be displayed for you to check. If everything is correct send off your request, which will immediately appear in your user account. The user account lists details and status of your ILLs. You can use the *Contact* button to enquire about any of your ILL requests.

Charges

For each ILL from a German library they take delivery of FU students pay € 1.50. Non-FU patrons pay €1.50 for each ILL request, even if the item turns out to be undeliverable. Photocopies of up to 20 pages are usually free of charge. For photocopies with more than 20 pages the default max. charge is € 8; however, this can be changed if wanted.

Delivery time

A large proportion of ILL requests are delivered within one to three weeks' time. In exceptional cases, however, it can take a lot longer before the item arrives.

Didn't find what you were looking for?

First of all check your search query:

Are the details you entered and spelling correct? Did you search the right set?

If the item was not found in any of the ILL libraries, click on *Nichts gefunden? / Not found?* in the KOBV Portals menu. This will take you to a form which you fill out, also giving your source of Information about the existence of the work.

If you do not locate an item by searching the *KOBV Fernleihe* set, it may be necessary to request it from abroad, which will be more expensive. For information about ILLs from foreign libraries contact the Information Center or the University Library Interlibrary Loans department.

SUBITO

<http://www.subito-doc.de/>

SUBITO is a document delivery service of German libraries which delivers articles or even books to your home in just a few days. There is a charge for this service.

To use the service go to the SUBITO website and set up your own account. There you will also find all the information you require about using the SUBITO service.

Handy tips: Source library



When you request an ILL you have no influence over which library will provide the requested item. So don't bother looking into availability at different libraries — the interlibrary loan system will forward your request from library to library until the item is located. Thus there is also no point in placing multiple requests for the same item.