

Important Information about Interlibrary Loan

- **Ordering**

The best way to loan books through Interlibrary Loan is in the *Fernleihportal*. This portal is linked in the Web Catalogue.

Always check the proof of ownership before ordering. (If a book is owned by several libraries, then it will come more quickly.)

You can only order books that are not in Aalen University's Library

You will receive journal articles as copies. It is not possible to order full issues.

Please leave the given date in the field "Bestellung stornieren, wenn nicht erfüllbar bis". The order will not be rushed due to an earlier date.

Please click only once on "Titel bestellen". Otherwise the book will be ordered twice.

- **Loan Period**

Normally the loan period is four weeks for all books.

Aside from those four weeks, two extensions can be made. Please apply for these **before the due date** at: Silke.Egelhof@htw-aalen.de

- **Costs**

An order costs 1,50 Euro. This amount is also due, even if the material cannot be delivered.

In the eventuality that the data carrier ("Datenträger") in the book gets lost, we charge 2,50 Euro.

- **Verification of Orders and Loan Periods**

In the Web Catalogue under „My Account“, you can check on your orders.

- **Collection of Interlibrary Loans**

Arrived media can be collected during the following hours:

Opening Hours

Lecture Period:

Mo-Th 9.00 – 18.00

Fr 9.00 – 16.00

Lecture-free Period:

Mo – Fr 9.00 – 12.00

Tu, Th 13.00 – 15.30

- **Contact**

Hochschulbibliothek Aalen
Beethovenstr. 1
73430 Aalen

TEL: 07361-576-4802

FAX: 07361-576-444802

Email: Silke.Egelhof@htw-aalen.de

Internet: <http://www.htw-aalen.de/bibliothek/>

- **Any Questions?**

Call us, write us or just come by. We look forward to your visit and will gladly help you.