“How do I get it?” Electronic full texts, interlibrary loan, purchase suggestion

Course Objectives:

- Reading bibliographic references correctly and correcting them if necessary
- Familiarizing yourself with various (consortium) catalogs
- Finding books and journals in the catalogs
- Ordering materials via interlibrary loan that are not available in Siegen
- Using the library's electronic journals
- Submit purchase suggestions

1. Access to Interlibrary Loan

- Use the search field in Katalog plus to check whether the desired item is available in Siegen. If not, place an order via “Interlibrary loan”.
- Use the “How can I get it?” feature in Katalog plus to check whether the desired journal title is available in Siegen. If not, order the article via “Interlibrary loan”.
- Direct access:
  Homepage (https://www.uni-siegen.de/en/ub), “A to Z” → “Interlibrary loan” → “Interlibrary loan for books, sections from books or other media” or “Interlibrary loan for journal articles”

2. Interlibrary Loan — What Is It?

- Requesting a book or an article from another library
- Interlibrary loans are generally subject to a fee. A processing fee of 1.50 euros per order is charged and will be automatically added to your library fee account once the ordering process is complete.

3. Interlibrary Loan — How Does It Work?

- After logging into your user account, click “Search” to access the search form for interlibrary loan, either for books or sections from books.
- Please pay attention to the instructions for research and interlibrary loan!
- First, try to order a book through the HBZ Union Catalog: If a book can be delivered from North Rhine-Westphalia, the interlibrary loan will be processed automatically and is therefore faster.
- Books that you cannot find in any network can be requested via “Free Order“.
- If you want to order a journal article, always search for the journal title!
- Remember the order number (PFL number for books and other media; Medea number or transaction number for journal articles) who is displayed after you complete the order; you can use it later to check the status of your order.
- For articles from electronic journals, please check in the EZB to see if the journal is available at the University Library of Siegen. If not, order the article from the print version of the journal or place the order via “Free Order.”
- Remember the order number (PFL No. for books and other media, Medea No. or transaction number for journal articles) that appears after you complete your order, you can use it later to check the status of your order.

- For articles from electronic journals, please check the EZB to see if the journal is available at the Siegen University Library. If not, order the article from the print version of the journal or place the order via “Free Order.”
- Interlibrary loan requests can also be placed using the article search feature in the Katalog plus under the “Articles & more” tab.

4. The Electronic Journals Library

- Electronic Journals Library:
  Homepage (https://www.uni-siegen.de/en/ub), “A to Z“ → „Electronic Journals Library EZB”
- The EZB lists academic journals whose full text is available online.
- A traffic-light system indicates whether the journal is accessible in Siegen (green light = freely accessible, yellow light = accessible campus-wide in Siegen or via VPN).

5. Checking the status of interlibrary loan requests

- In your user account, you can view the status of an order: whether your order is currently being processed, on its way to you, or has already been delivered.

6. Purchase suggestion

- Use the search field in the Katalog plus to check whether the desired literature is unavailable or not sufficiently available in Siegen; if so, click “Purchase suggestion” at the bottom of the page under “Further features and offers”.
- Direct access:
  Homepage (https://www.uni-siegen.de/en/ub), “A to Z” → “Purchase suggestion”
- Providing an ISBN simplifies the ordering process.
- If you order the book, we can have it set aside for you once it arrives at the library. To do this, we'll need your valid library card number.

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Overview of the Decision-Making Process for Acquiring Literature

Take a look at the literary reference.

