

## Document delivery services

### Opening hours:

Lecture period:  
Monday - Thursday 9.00 am - 8.00 pm  
Friday 9.00 am - 3.00 p.m.

Last lecture week and examination period:  
Monday - Thursday 9.00 am - 8.00 pm  
Friday 9.00 am - 6.00 pm

Non-lecture and examination-free period:  
Montag - Thursday 9.00 am - 5.00 pm  
Friday 9.00 am - 3.00 pm

### Contact:

Interlibrary Loan (ILL): Christine Mäder  
Tel. +49(0)3683 688-1604  
bibfernleihe@  
hs-schmalkalden.de

Reference desk: Tel. +49(0)3683 688-1785

**Head librarian:** Christine Gensler  
Tel. +49(0)3683 688-1600

### Physical address:

Blechhammer, Haus I  
98574 Schmalkalden

### Postal address:

PF 100452 und 100465  
98564 Schmalkalden

Phone: +49(0)3683 688-1785  
Fax: +49(0)3683 688-1923

Email: [bibliothek@hs-schmalkalden.de](mailto:bibliothek@hs-schmalkalden.de)

Website: [hs-schmalkalden.de/bibliothek](http://hs-schmalkalden.de/bibliothek)

If you need items that are not held by university library Schmalkalden **within a few days**, please use the much more expensive **document delivery services**.

- subito: [subito-doc.de](http://subito-doc.de)
- TIB document delivery: [tib.eu](http://tib.eu)

The document delivery services require a personal registration. You may choose an address to which the books or articles will be sent. All costs must be paid by you.

You will find information about the cost and shipping conditions on the websites of the document delivery services.

## Cellarius Library

### How to request Interlibrary Loans online

Last updated: October 2019



## About Interlibrary Loan

If you need a book or article that is not held at the University Library Schmalkalden, the Interlibrary Loans service may be used to obtain a copy from another library.

Interlibrary Loan requests can be submitted online using the GBV union catalogue ("GVK").

## Registration

A valid thoska-card is required for your request.

Before your first order you have to open an **Inter-library Loan account** at the circulation desk. The minimum deposit is € 1.50 (fee for one book or for photocopies of up to 20 pages). Payment in cash can be made at the circulation desk.

You find the user number on the reverse side of your thoska-card. The password consists of the first three letters of your family name.

## Fees

The standard charge for an Inter-Library Loan request is currently €1.50. In addition, postage and photocopy costs for more than 20 pages may incur. The copy costs are in the price range of € 0.10 to € 0.15 per additional page.

## Placing an order

1. Search the GBV union catalogue ("GVK") for the item you need: <https://gso.gbv.de>
2. Open the detailed record of the item.
3. Check the "Institutes"-list at the bottom of the record. Items held in the University Library Schmalkalden can not be borrowed on Interlibrary Loan.
4. Click the button "loan request" or "copy request" (for articles) at the top right corner of the page.
5. Enter your user number and password.
6. If necessary, add bibliographical data.
7. Submit your order by entering your password and clicking on "request". By submitting your order, your Interlibrary Loan account will be debited with the standard fee of € 1.50.
8. Please make sure to log off before leaving the workstation.

## Collecting Interlibrary loans

Loans requested on Interlibrary Loan will arrive in about 2-3 weeks.

You will receive an email when the loan has arrived.

For collecting your loan you need your thoska-card and possibly money for postage or copy costs.

## Loan period

Most libraries set a loan period of four weeks, although occasionally libraries restrict a loan to a shorter period of time.

Some libraries restrict material to use within the library or prohibit photocopying.

The due date will be marked on the red plastic card enclosed with the book as well as in your library account.

## Loan period and renewals

A renewal may be requested by phone, email or in person (see "Contact" in the flyer).

You will receive an email letting you know whether a renewal has been granted, with the new due date if the renewal has been approved.

## Returning Interlibrary Loans

Please return interlibrary loan material to the circulation desk of the University Library Schmalkalden.

Photocopies of articles may be kept.