



Inter-library Loan

Inter-library Loan via HohSearch and the Inter-library Loan Portal of the BSZ-BW

28 Nov 2022

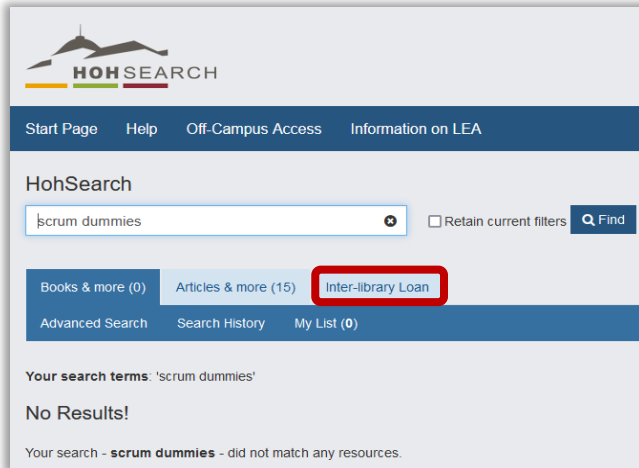
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Content

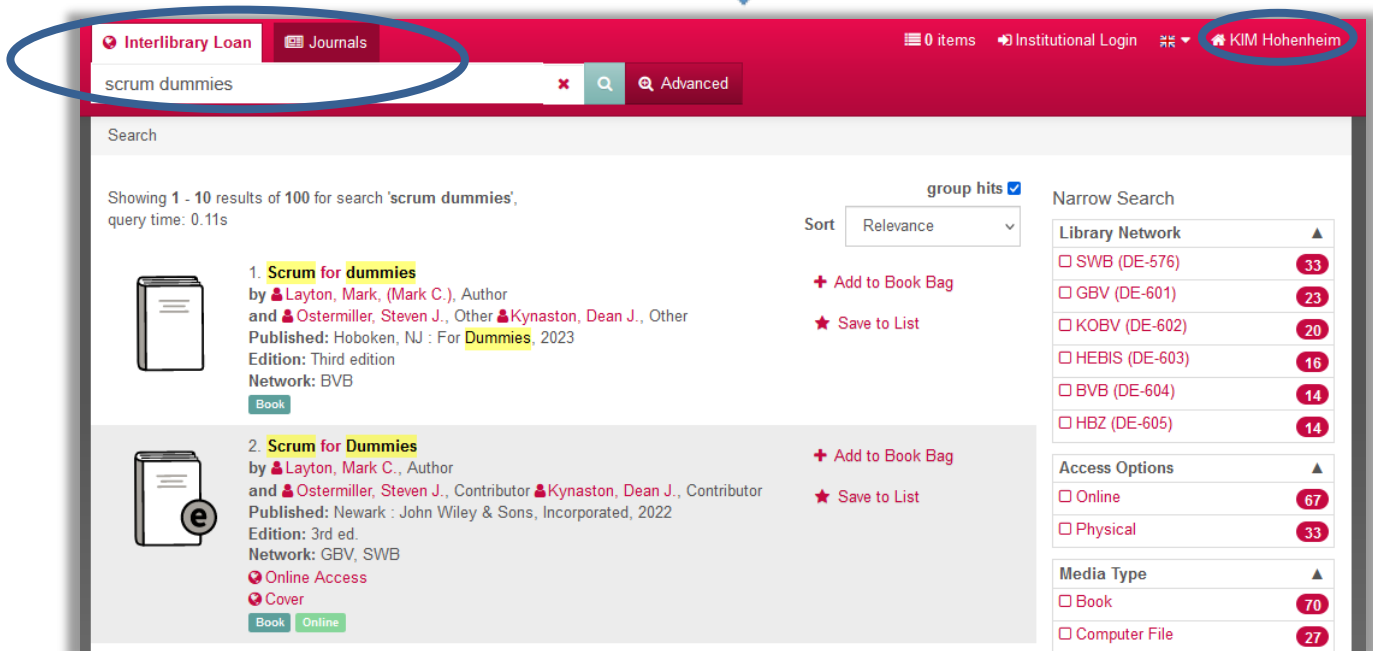
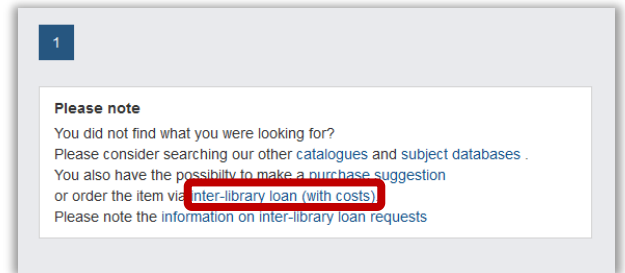
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Search in HohSearch

First, you search HohSearch to see if the literature you are looking for is available in Hohenheim. If the media you are looking for is not available in HohSearch, click on "Inter-library loan". The interlibrary loan portal of the Library Service Center Baden-Württemberg will open. The interlibrary loan portal is a state-wide service used by many libraries in the state.



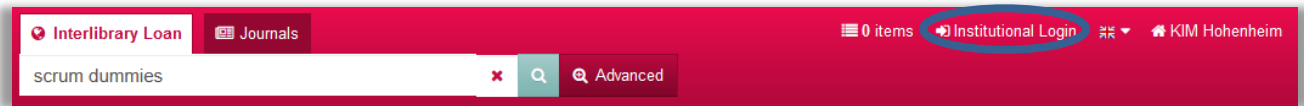
or at the end of the hit list:



The inter-library loan portal searches using the same terms as the previous standard search in HohSearch.

The search can also be refined in the inter-library loan portal: e.g. via "Advanced" or "Narrow Search".

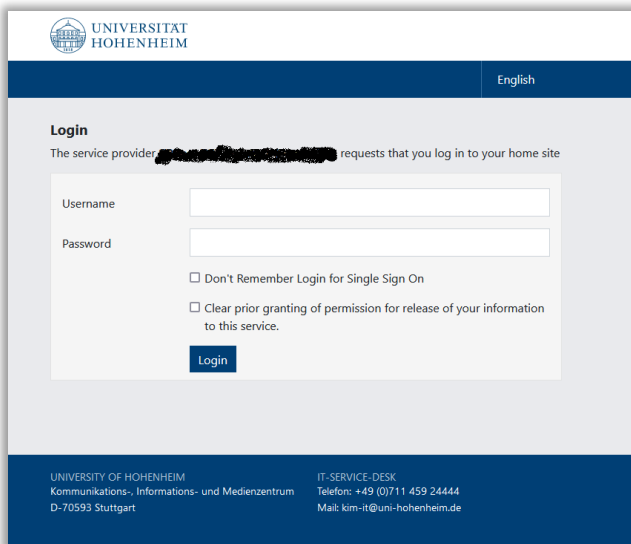
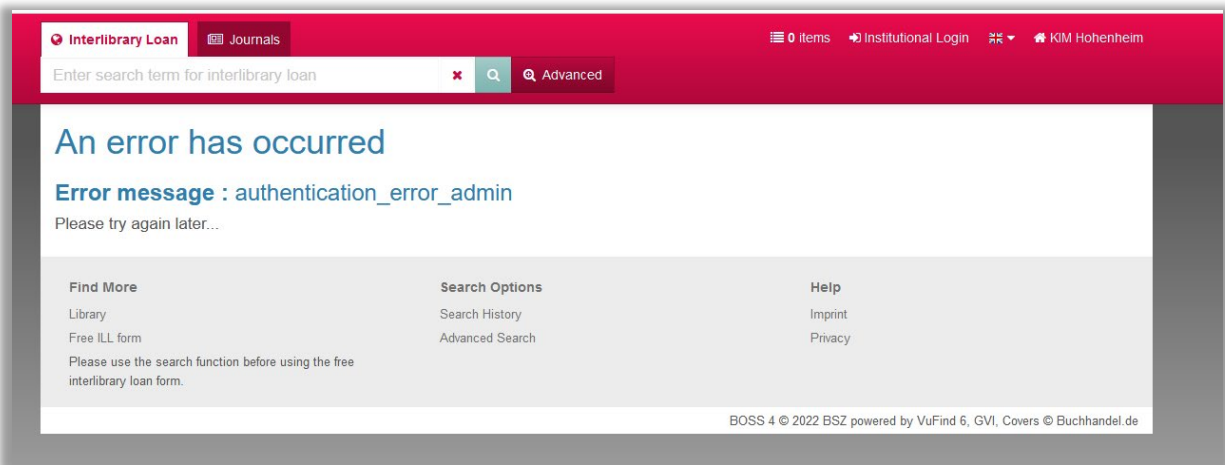
Login



No registration is required for searching. For your first order, log in with your **Hohenheim user account**, or - if this does not exist - with your **library account**. You only need to log in once per session. .

Please note:

Even if you log in with the Hohenheim user account, a **library account of the person logging in** is also **required**. Without library account the following error message is going to appear:



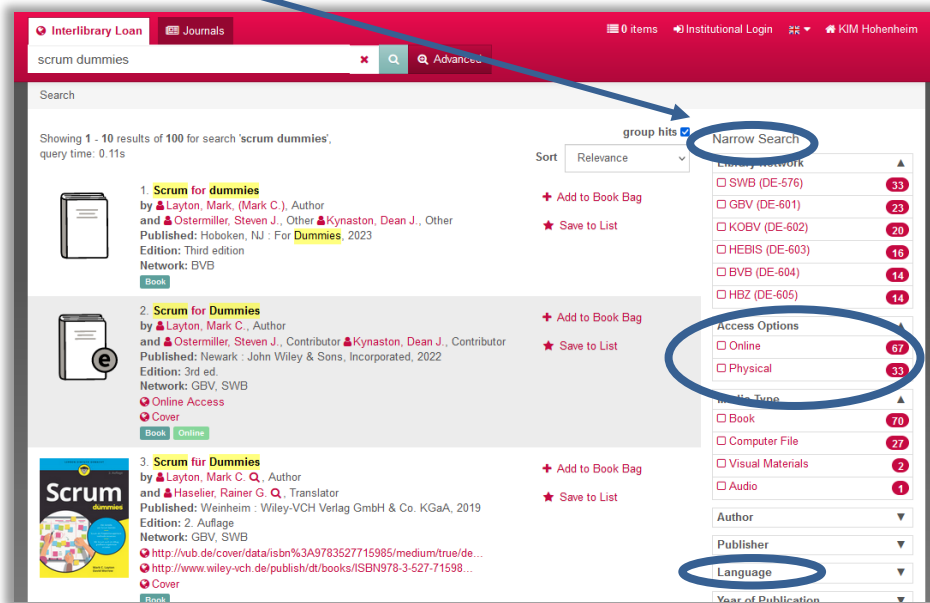
The data of the university's login service is stored in the browser. If you have already logged in to another application before, you do not have to enter your data again.

Please note:

If you want to place an order on an account other than the one previously logged in (e.g. a departmental account)? Or do you use the computer with several people at the same time? In these cases please **close the browser and open it again** for ordering.

Books

Narrow Search



You can limit your search results in several ways.

Via "Language" you can restrict, for example, to English-language media.

Another interesting way of limiting is via "**Access Options**". Since complete e-books are excluded from inter-library loan, you can limit here directly to "physical", i.e. printed books:

Online = e-book (complete e-books are excluded from inter-library loan)

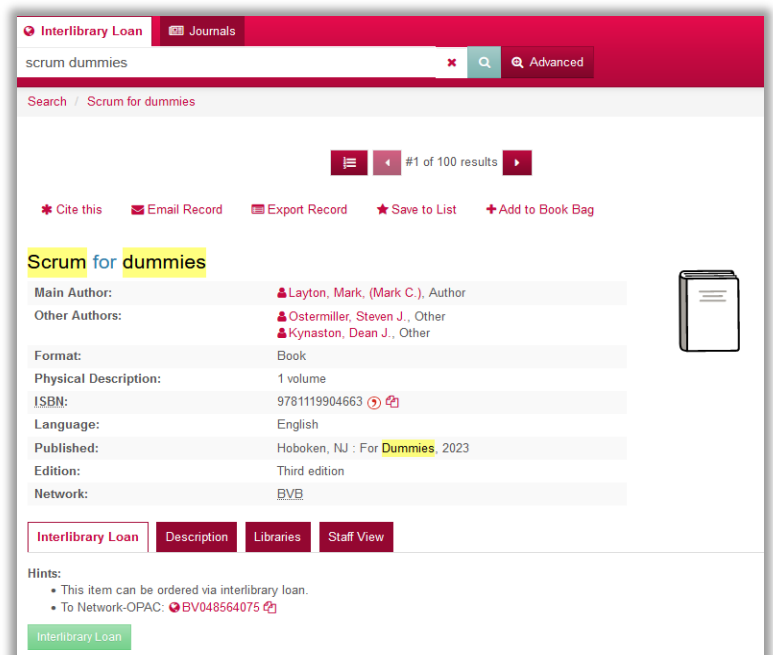
Physical = printed books

Depending on the type of licenses, individual chapters from e-books can be ordered via inter-library loan.

Item view - Book

After choosing in individual item, the tab "Inter-library loan" is opened automatically.

It contains information whether an order is possible.



Journals

To order articles, search specifically for the title of the journal in the "Journals" tab.

It is possible to order articles from electronic journals as well. Therefore, you do not need to limit the accession options (online or physical) as you do with books.

Item view - Journal

The screenshot shows the library search interface. At the top, the 'Journals' tab is selected. A search for 'global trade and customs journal' yields two results. The second result is highlighted, and a blue arrow points to its detailed item view. The item view shows the journal's format as 'Journal, Online' and includes a 'Hints' section with the following information:

- This item can be ordered via interlibrary loan.
- There is a holding of the selected journal in your local library. Unfortunately, we cannot evaluate the holding information automatically. Before ordering, please check whether the desired volume / year is available.
- To Network-OPAC: [984933719](#)

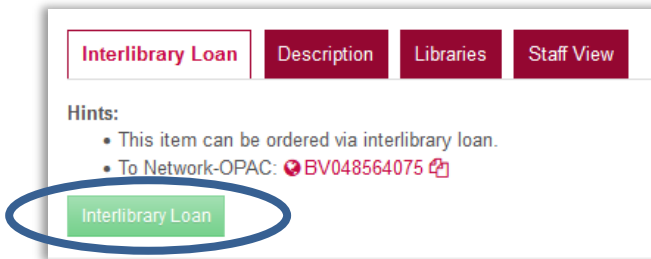
At the bottom of the item view, a red message states: "You must be logged in first".

Here you get information about the availability for order (e.g. "This title can be ordered via interlibrary loan" or also "The interlibrary loan indicator does not allow interlibrary loan.").

Please note: In this example, the desired journal is also available in Hohenheim. Use the "Holdings" tab to display which volumes are available in Hohenheim. Volumes or issues not available in Hohenheim can be ordered after login.

Order

After login:



Borrow / Order copies

The actual order form follows, in which you first indicate whether you want to borrow the complete book or order copies. (Copies up to 10% of the total volume, or journal articles):



When selecting "Order copies", further details must be given below as to which item or exactly which pages are to be copied/scanned:



Delivery conditions

The screenshot shows the 'Delivery Conditions' section of the Interlibrary Loan portal. The library is set to 'KIM Hohenheim' and the collection point is 'Zentralbibliothek'. A callout box highlights this selection. Below, there are fields for cancellation date, alternative editions, language, and a fee of 8 EUR. A 'Remarks' field is also present. The 'Login details' section shows the user is logged in. At the bottom, a checkbox for certification is circled, with a callout box explaining its mandatory nature. A 'Fee-required Order' label and a note about mandatory fields are also visible.

The collection point for interlibrary loans in Hohenheim is **always the Central Library (Zentralbibliothek).**

The certification that the order will not be used for commercial purposes is a mandatory entry. No order is possible without the confirmation.

Once submitted, the inter-library loan request and order fee will be entered into your library account. (Please note that the library account is not identical with the menu item "Account" in the interlibrary loan portal.)

Library account link:

[https://hoh.ibs-bw.de/aDISWeb/app?service=direct/0/Home/\\$Direct-Link&sp=SOPAC02&sp=SBK00000000&sp=SEN](https://hoh.ibs-bw.de/aDISWeb/app?service=direct/0/Home/$Direct-Link&sp=SOPAC02&sp=SBK00000000&sp=SEN)

For more information on interlibrary loan (delivery times, costs, institute accounts, etc.), see:

<https://kim.uni-hohenheim.de/en/inter-library-loan>

Questions or additions?

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