Catalog – Interlibrary Loan

Please note: Unfortunately, not all terms in the catalog have been translated into English yet. As soon as this changes, we will update the self-study materials as well.

You can request items that are not in the holdings of the University of Stuttgart Library as interlibrary loan via the catalog.

Before Placing a Request

- A valid library card is required for requests via interlibrary loan.
- Time of delivery: Books approx. 1 – 2 weeks, articles approx. 1 – 3 days.
- An interlibrary loan fee of €1.50 per request will be booked to your user account.
- Open (not yet completed) interlibrary loan requests are shown in your user account.

You can find detailed information on searching in the catalog in the self-study material „Catalog – Library Holding“.

Request

Start your search in the catalog. If you haven’t found the desired item, use the tab „Interlibrary search“.

You can filter the search results by library associations. Request the item preferably within the Interlibrary Loan Region Southwest (SWB) as delivery from there is usually faster.

For journal titles we recommend the filter setting „ZDB“ („German Union Catalogue of Serials“).

By clicking a hit you get to the full display and the request function.
If you haven’t already logged into the catalog, authenticate yourself with your user code and password.
In the request form you can decide if you wish to borrow the complete book or just request the copy of an article. In case of an article request, please add the necessary bibliographical data (such as article title, volume, page numbers) for the article. A complete copy of an item is not possible for copyright reasons.

Book Request

Interlibrary loan

Bitte beachten Sie, dass gemäß § 3 der Bibliotheksbedienerverordnung für jede aufgegebene Bestellung eine Gebühr von 1,50 EUR erhoben wird und dass Sie die bestellten Köpfe nicht zu kommerziellen Zwecken verwenden dürfen.

Bestellung:

If PAPER-COPY is requested: details to the article/part of the book

<table>
<thead>
<tr>
<th>Author</th>
<th>Schmit, Thomas</th>
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<tr>
<td>Title</td>
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<tr>
<td>Page from/to</td>
<td>60 - 62</td>
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Order details

Remarks

- Deliver alternative edition/issue
- Deliver alternative translation
- Copy. In case the original is not deliverable
- In case further costs incur, I agree up to €

Place of issuance

Name

Please confirm

Ich bestätige, dass ich die bestellte Verleihfahigkeit nicht zu kommerziellen Zwecken nutzen werde.

Order request

Clicking this field is mandatory

Activating the request
When requesting journal volumes or articles, it is recommended to check in advance if the journal is already available via our electronic offers. In the **Electronic Journals Library** you will get an overview of all e-journals that are either licensed by the University of Stuttgart Library or freely accessible.

**Data of the article**

- **Author:** Jan Emmen, Andreas Krause
- **Title:** "Der Aufgabenkreis der Vorsorgebeurteilung psychischer Belastungsphasen" in *Zeitschrift für Arbeits- und Organisationspsychologie*, 2019, 63(2), 104-112
- **Pages:** 104-112

**Choosing the pick-up location**

Clicking this field is mandatory

**Activating the request**

1. Confirm that I will not use the ordered copies for commercial purposes.
After activating the request, it will be submitted and booked to your library account including the interlibrary loan fee. ➔ "I LL REQUEST"

**My library account - I LL orders**

Your interlibrary loan orders: These media will be procured from other libraries nationwide. You will be informed by email, when you may pick up a medium.

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**After the Request**

- As soon as the interlibrary loan is available for pick-up, you will be notified via email or mail.
- Pick-up during service hours at the circulation desk of your chosen pick-up location.
- Generally, the loan period is 1 month from the day the interlibrary loan is available for pick-up.
  Mostly, a one time renewal of 1 more month is possible.
- If the lending library doesn’t grant a renewal of the loan period, you will be notified.
- Article copies are intended for keeping.

**Notes**

- Please use an empty request form if you haven’t got the correct hit when searching in the interlibrary loan portal.
  To do so, click the button in the menu on the right.
- Please note that some titles are not available via interlibrary loan.
- You can find further information on the interlibrary loan [here](#).

**Have you got questions?** The library team will gladly help you ➔ "Ask a librarian"