Interlibrary loan: Requesting a book (monograph)

Start by accessing the main homepage of the University Library of Erlangen-Nürnberg (https://ub.fau.de/en/) then click on Catalogue (OPACplus) in the upper right part of the screen. On the following page please choose your preferred library site where you want to pick up your requested books.
In the search tab please enter your search terms, for example the title of the book in the field Title words and the last name of the author in the field Author.

If the search request returns no results or the book you are looking for is not part of the results, please click on Expand search / interlibrary loan to continue. You will find this link near the middle of the page if the search returned no results. If the search did return some results but the book you are looking for is not included you will find this link on the right side of the results screen.
Option One: The book you are looking for is part of the results in the Bavarian Union Catalogue (Gateway Bayern).

First click on the title of the book in the results screen, then on the tab Get document, then on the SFX button.

Please note that from this point on all the websites will only be available in German!
Under the line Bestellung über den lokalen Katalog, FAUdok bzw. Fernleihe you will need to select the library site (Heimatbibliothek) where you want to pick up your requested book, then click on the Go button next to your selection.

If you haven’t logged into the library catalogue yet you will be prompted to log in now using your user number / UB ID (Benutzernummer) and the associated password (Kennwort). Your default password is set to your date of birth and has to be entered as a six digit number. The example given in the below screenshot assumes the 1st of December 1989 as date of birth which would be entered as 011289.
In the following request form you will see several mandatory fields labelled in red. Mandatory fields are your preferred library site (Ausgabeort) and the edition of the book (Ausgabe). Please fill in at least these fields and any other fields you may find necessary for your request.

Once you filled the request form all you need to do is click on the lower left button labelled Fernleihbestellung abschicken to complete your request. Please be advised that median delivery time for interlibrary loans is about ten days. As soon as the book you requested is available for pickup you will be notified by email.
Option Two: The book you are looking for is not part of the results or there are no results in the Bavarian Union Catalogue (Gateway Bayern).

Please click on Ask your library near the bottom of the results screen or in the upper right corner of the screen.

On the following page please click on Interlibrary loan on the right side of the screen below the German phrase Nichts oder nicht das Richtige gefunden?
If you haven’t logged into the library catalogue yet you will be prompted to log in now using your user number / UB ID (Benutzernummer) and the associated password (Kennwort). Your default password is set to your date of birth and has to be entered as a six digit number. The example given in the below screenshot assumes the 1st of December 1989 as date of birth which would be entered as 011289.

After logging in please click the button Fernleihbestellung (Buch u.a.) to proceed to the request form.
In the following request form you will see several mandatory fields labelled in red. Mandatory fields are your preferred library site (Ausgabeort), the title of the book (Buchtitel), the author (Autor / Hrsg.), the publication year (Erscheinungsjahr) and the edition of the book (Ausgabe). Please fill in at least these fields and any other fields you may find necessary for your request.

Once you filled the request form all you need to do is click on the lower left button labelled Fernleihbestellung abschicken to complete your request. Please be advised that median delivery time for interlibrary loans is about ten days. As soon as the book you requested is available for pickup you will be notified by email.