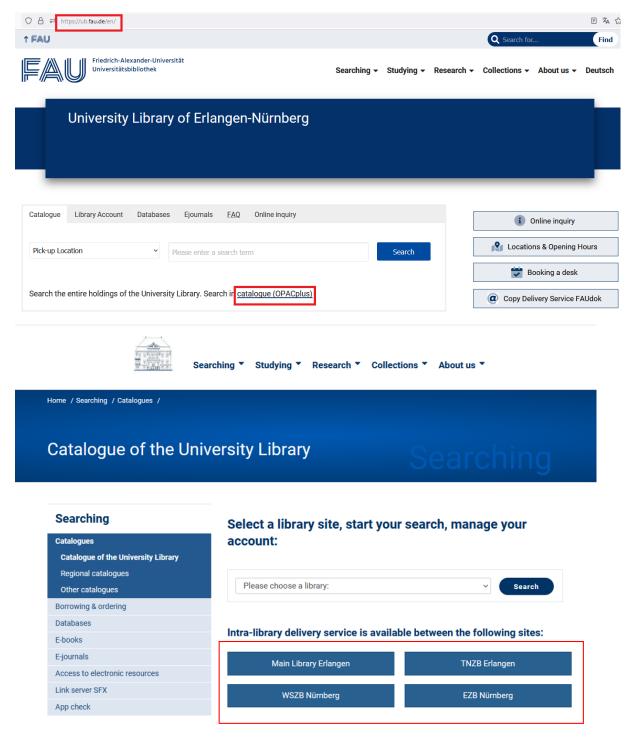
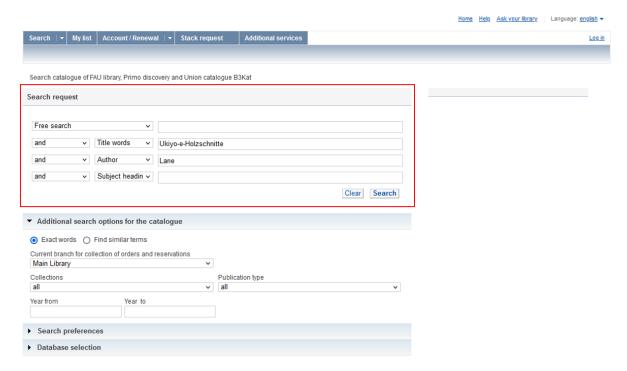
# Interlibrary loan: Requesting part of a book (for example a single chapter) as a photocopy

Start by accessing the main homepage of the University Library of Erlangen-Nürnberg (https://ub.fau.de/en/) then click on Catalogue (OPACplus). On the following page, please choose your preferred library site where you want to pick up your requested photocopies or books.



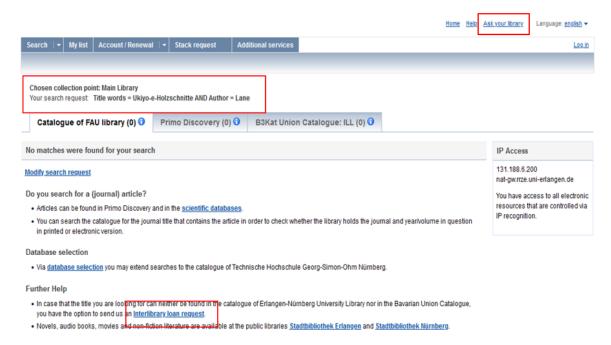
In the search tab please enter your search terms, for example the title of the book in the field Title words and the last name of the author in the field Author.

# Katalog der Universitätsbibliothek Erlangen-Nürnberg



If the search request returns no results or the book you are looking for is not part of the results, please click on interlibrary loan request 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 can click on Ask your library in the top right corner of the page.

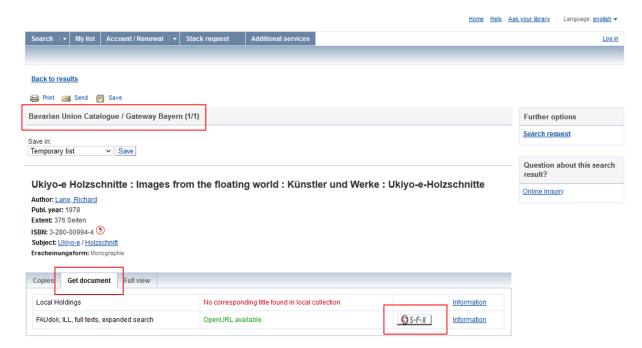
# Katalog der Universitätsbibliothek Erlangen-Nürnberg



Option One: The book that contains the chapter 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.

# Katalog der Universitätsbibliothek Erlangen-Nürnberg



## 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 photocopies or books, and then click on the Go button next to your selection.



If you have not 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.



Now you can either fill all mandatory fields (coloured in red) or request the whole book to borrow by clicking on the lower left button labelled **Fernleihbestellung abschicken**, or you can request part of the book as a photocopy. If you wish to request a photocopy please click on the lower right button labelled **Kopie aus diesem Buch bestellen** to be taken to a separate request form.

## Ausgabe:

auch andere Auflage erwünscht

#### Bemerkung:

max. 500 Zeichen

## Absenden der Bestellung / Aufruf des Kopienbestellformulars

Fernleihbestellung abschicken

Kopie aus diesem Buch bestellen

In the following request form, you will see several mandatory fields labelled in red. Mandatory fields are your preferred library site (Ausgabeort) and the following details about the chapter or section you want to request: title (Titel), author (Autor), pages (Seiten).

### Absenden der Bestellung

🔲 lch versichere, dass ich die bestellten Kopien nicht zu kommerziellen Zwecken verwende. 🔮



Fernleihbestellung abschicken

Attention! Due to German copyright law you must declare your intended use of the requested photocopy, whether it is for commercial purposes or not. In order to declare non-commercial use and be able to complete the request please tick the checkbox: Ich versichere, dass ich die bestellten Kopien nicht zu kommerziellen Zwecken verwende. (Translation: I hereby verify that I will not use the requested copies for commercial purposes)

Now please click on the button labelled Fernleihbestellung abschicken to complete your photocopy request.

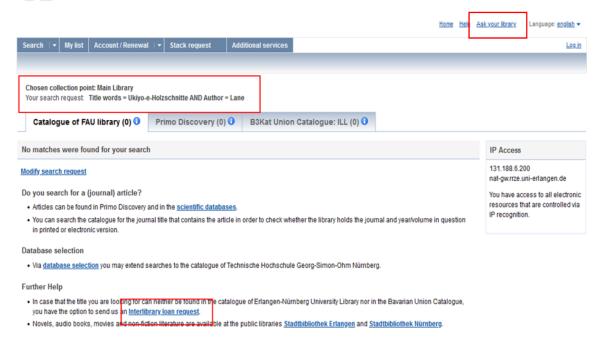
If you need to request photocopies for commercial purposes please use a commercial service like Subito (https://www.subito-doc.de/?lang=en).

Please be advised that photocopies from copyrighted works can only be produced if they comprise a maximum of 10% of the page count of the entire book.

Median delivery time for interlibrary loans is about ten days but can be significantly faster for requested photocopies. You will receive a download link via email which will be valid for 40 days. Option Two: The book that contains the chapter 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 interlibrary loan request near the bottom of the results screen or in the upper right corner of the screen.

# Katalog der Universitätsbibliothek Erlangen-Nürnberg



On the following page please click on interlibrary loan in the middle of the screen.

# Katalog der Universitätsbibliothek Erlangen-Nürnberg



If you have not 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. As an example, we assume the 1st of December 1989 as date of birth which would be entered as 011289.



## Please note that from this point on all the websites will only be available in German!

After logging in please click the button labelled Fernleihbestellung (Kopie aus Buch) to proceed to the photocopy request form for requesting chapters or sections of a book.



In the following request form you will see several mandatory fields labelled in red. Mandatory fields are your preferred library site (Ausgabeort) and the following details about the chapter or section you want to request: title of the book (Buchtitel), author or editor (Autor / Hrsg.), publication year (Erscheinungsjahr), edition of the book (Ausgabe), title of the chapter or section (Titel des Aufsatzes), author of the chapter or section (Autor des Aufsatzes), pages (Seiten).

## Absenden der Bestellung



**Attention!** Due to German copyright law you must declare your intended use of the requested photocopy, whether it is for commercial purposes or not. In order to declare non-commercial use and be able to complete the request please tick the checkbox: Ich versichere, dass ich die bestellten Kopien nicht zu kommerziellen Zwecken verwende. (Translation: I hereby verify that I will not use the requested copies for commercial purposes)

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