

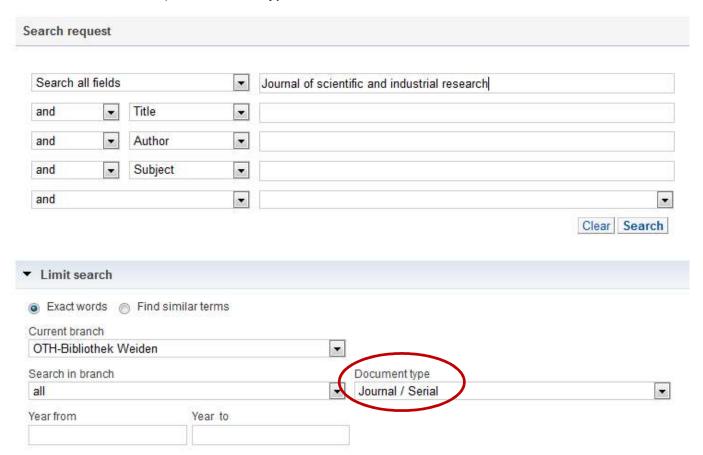
How to: Order articles

**Beware:** When looking for an article, you'll have to search for the journal that the text was published in first.

Start by logging into your account using the ID on your library or student card as **User Number** and your date of birth (type in your date of birth in the pattern of ddmmyy) as **Password**.

You'll then be directly transferred to the **Advanced search**. Search for the journal under **Title**. (Please remember to type in the complete title of the journal — no abbreviations!)

Select Journal/Serial as your Document type:



Now, click Search.



Once you get to the site where you can see your results, switch to the middle tab **Interlibrary Loan.** In some cases, results may show up in the first tab (**Local catalogues**) as well. If that happens, please check whether the year your essay was published in is available at our library. If you're not sure, please turn to our library staff for help!

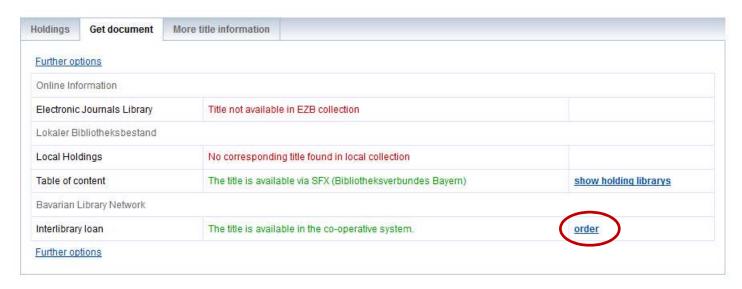
Since libraries in all of Bavaria are searched for the **Interlibrary loan**, it might take a minute until you can see the results in the second tab.

Continue by choosing the journal you're looking for from the title list (the year of the publication does not matter at this point).

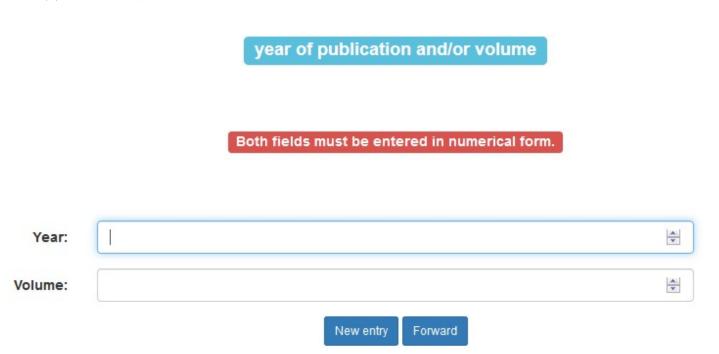




By selecting the title, you'll reach another menu with three tabs. Under **Get document** you'll find details regarding the availability of the journal. Choose **Further options** until **Interlibrary Loan** shows up:



Click **order** in that same row. The link will take you to a form where you'll have to type in **year** and **volume** the essay you're looking for is to be found in:



**Volume** can often mean **issue** and can therefore contain numbers from 1-12 for example (which is the case for monthly issues).

After you've filled in the fields, click **Forward**.





Almost done! Now, enter additional details into the respective blanks ...

Title details	
Details of the journ	al containing the article:
Journal title:	Journal of scientific and industrial research. D, Technology
Institution	Council of Scientific and Industrial Research ¬[Herausgebendes Organ]¬
Place of publicat	ion: New Delhi
ISSN:	0368-4237
Article details:	
Title of the article	e: 
Author of the arti	icle:
Title or author must b	e entered.
Year:	
2018	
Volume:	
6	
Year or volume are m	andatory Both fields must be entered in numerical form Missing details can be supplied if necessary on the previous page.
Issue:	
Pages:	
Mandatory field	
Note:	
max. 500 Zeichen	
Place your ord	er
l affirm that th	is order serves only non-commercial purposes. 🕄
Send interlibrary loa	

... and tick the box to affirm you won't use the copies for commercial purposes. (This is necessary in regards to copyright laws.)

After you're done filling in the mandatory fields, you can send your interlibrary loan request.

You'll receive a notification via e-mail as soon as the copy has arrived at our library and can be collected. You can keep the article afterwards.

Good luck with your research and ordering process! ©

Reached a dead end? No need to worry! Just contact the library staff, we're happy to help!

Bibliothek Amberg: <a href="mailto:bibmen@oth-aw.de">bibmen@oth-aw.de</a>
Bibliothek Weiden: <a href="mailto:bibmen@oth-aw.de">bibmen@oth-aw.de</a>