

Document delivery Subito

Do you need documents urgently or would you like them delivered to your workplace? The document delivery service Subito offers an alternative to conventional interlibrary loans. A person can search the database him- or herself and order directly from the database. The document will then be delivered to the desired workplace.

Subito makes it possible to access documents quickly, usually copies of articles from journals or books. Sometimes the delivery of books is also available through postal service.

Subito comes with specific fees!

<http://www.subito-doc.de/>

For questions regarding Subito please contact us!

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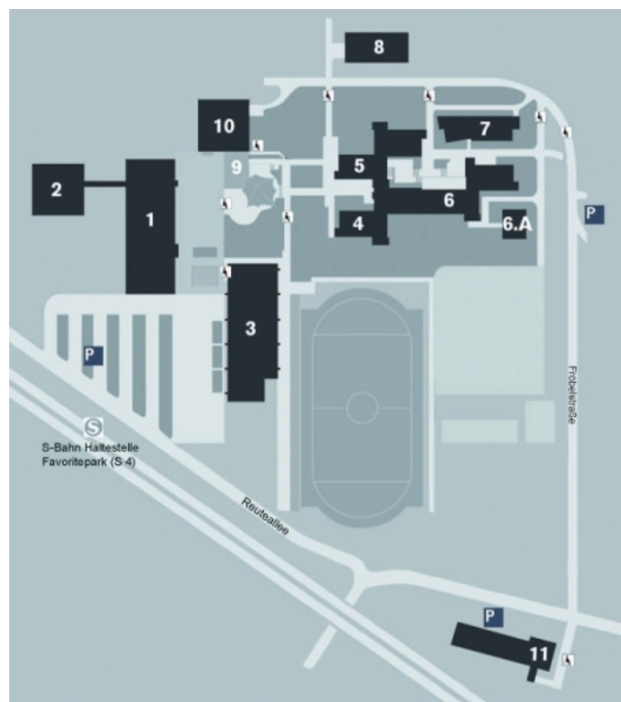
Library Hours

Mo - Th 9:00am - 7:00pm

Fr 9:00am - 5:00pm

During the summer months restricted business hours apply. Please pay attention to advertisements put up within the library building or check our homepage:

<http://www.ph-ludwigsburg.de/6291.html>



5: Library of the University of Education Ludwigsburg



“What can I order through interlibrary loans?”

Reuteallee 46, 71634 Ludwigsburg
Postfach 220, 71602 Ludwigsburg

<http://www.ph-ludwigsburg.de/bibliothek/html>

The interlibrary loan program makes it possible to order books and articles (from either books or journals) that the Library of the University of Education Ludwigsburg doesn't have on hand.

Please check thoroughly at the library for the materials you need, before placing an order for an interlibrary loan! If you are unsure about how to go about doing this, ask us. We would be glad to help.

How do I place an interlibrary loan order?

Orders can be placed by filling out an electronic order form through the PHLB library catalogue (Opac). People registered at the library can order using their Username and Password.

Each interlibrary loan order costs 1,50 €, which will automatically be charged to your library account as soon as the order is placed.

This fee is independent of the outcome of the order, and can be paid immediately at the libraries circulation desk. This fee also applies to unsuccessful and uncompleted orders!

If you have any questions or are unsure about this procedure, place your order in

person at the library or send an e-mail. Orders will be processed as soon as possible.

How long does it take for a book to arrive?

Depending on library processing times and the postal service, it usually takes an average of 1-2 weeks for an interlibrary loan to arrive. In extreme cases it can take up to several weeks.

Can I get any book through interlibrary loans?

In principle, yes, but consider these factors:

- Books that are available in bookstores at low prices (under 10 €) will not be ordered.
- Dissertations and thesis are not obtainable.
- Binders, oversized books, maps, audiovisual materials, and valuable works are not available from most libraries.
- Complete journal collections or single journal issues usually cannot be sent.
- Book orders from international libraries cost at least 10 €, and can take a long time to arrive.

What it costs:

A processing fee of 1.50 € will be charged for each interlibrary loan order. For photocopies of more than 40 pages, each additional page will cost 0.10 €.

Give yourself a price limit for all orders so as not to be surprised by high costs. Inquire at the interlibrary loan office if you are in doubt about an order. Unfortunately we cannot return your money for incorrect or unsuccessful orders.

How long can I keep a book and can I renew it?

The period of a loan and its renewal is scheduled by the library to which the book belongs (provided the loaning library allows renewals). Please pay attention to the specified return dates on the orange form, which comes with each interlibrary loan. If you wish to renew your loan, you may do so during the week before the specified return date of the media at the PHLB interlibrary loan office (per e-mail or telephone).

We will notify you if your request to renew has been denied.