



How to use interlibrary loan

Last update: May 2024

What is *Interlibrary Loan* all about?

Interlibrary Loan (ILL) enables you to order items that are not directly available at Trier University Library. Conversely, no title that is held by this library is eligible für *ILL*, even if all copies are checked out.

Students will be charged 1.50 € per order, payable at any TUKAN machine on campus, two of which are located in the central library building and in reading room B, respectively. Holders of guest cards are likewise entitled to partake in *ILL* services while being charged 3.00 € per order.

You can order books to borrow and individual articles for retention.

All you have to do is place an *ILL* order. You will receive an email as soon as you can pick up what you have ordered.

You can find the information page for online *ILL* on the library's homepage (<https://www.uni-trier.de/bibliothek>) → in the upper column „Suchen & Finden“ → click on letter „D“ → and select „Dokumentenlieferdienst“ (document delivery services).

Still more information is to be found in the brochure „Dokumentenlieferung leicht gemacht“, which is currently being updated.

UNIVERSITÄT
TRIER

ÜBER UNS A - Z SUCHEN & FINDEN ARBEITEN & LERNEN FORSCHEN & PUBLIZIEREN

A - Z		< D
A	>	Datenbanken
B	>	Datenschutz
C	>	Datenschutz OPUS
D	>	Dauerleihgaben
E	>	Diathek
F	>	DigiBib
G	>	DFG-Projekte
H	>	DigiZeitschriften
I	>	Diplomarbeiten
J	>	Direktion
K	>	Dissertationen
L	>	Dissertationen, elektronische
M	>	Dokumentenlieferdienst
N	>	Drahtloses Präsentationssystem (BibBox)

The link to the information page for online *ILL* is to be found on the TRiCAT site as well: click on the library website (<https://www.uni-trier.de/bibliothek>) → TRiCAT → choose “Interlibrary Loan”.

UNIVERSITÄT
TRIER

Bibliothek

ÜBER UNS A - Z SUCHEN & FINDEN ARBEITEN & LERNEN FORSCHEN & PUBLIZIEREN

Bibliothek

TRiCAT KATALOGSUCHE

Suche im TRiCAT ...

TOP-LINKS

- Reservierung Gruppenräume
- TRiCAT (Bibliothekskatalog)

1.

TRiCAT | Universität
Trier

HOME PAGE NEW SEARCH BROWSE SEARCH INTERLIBRARY LOAN HELP DBIS ...

Search anything

Catalog

2.

Alternatively, you may place an *ILL* order directly via **Digitale Bibliothek (DigiBib)**: University library homepage (<https://www.uni-trier.de/bibliothek>) → click on „Digitale Bibliothek“ → select “Interlibrary loan”.

The screenshot shows the library's homepage with a navigation menu at the top: **UBER UNS**, **A - Z**, **SUCHEN & FINDEN**, **ARBEITEN & LERNEN**, and **FORSCHEN & PUBLIZIEREN**. Below the navigation is a large image of a library interior with bookshelves and yellow pillars.

The main content area features a blue header for **TRICAT KATALOGSUCHE** with a search input field labeled "Suche im TRICAT ...". Below this is a section for **Aktuelle Meldungen** (Seite 1 von 2) and a "1 2 nächste" navigation link.

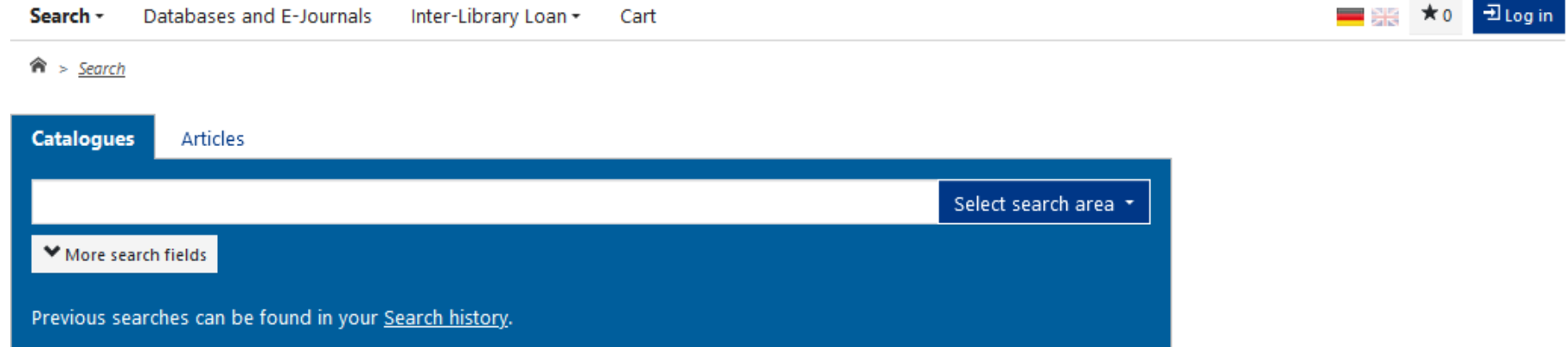
On the left side, there is a search navigation menu with options: **Search**, **Databases and E-Journals**, **Inter-Library Loan** (highlighted with a red box and a red "2."), and **Cart**. Below this is a breadcrumb trail: **Home > Search**. There are also tabs for **Catalogues** and **Articles**.

On the right side, there is a **TOP-LINKS** section with a list of links: **Reservierung Gruppenräume**, **TRICAT (Bibliothekskatalog)**, **Datenbanken (DBIS)**, **Elektronische Zeitschriften**, and **Digitale Bibliothek (DigiBib)** (highlighted with a red box and a red "1.").

At the bottom of the search area, there is a "Select search area" dropdown menu and a "More search fields" button. A note at the bottom states: "Previous searches can be found in your [Search history](#)."

University members can register using their **ZIMK- ID**.

External users log in with the eight-digit number on their guest card. The eight digits of the account holder's date of birth (DDMMYYYY) are preset as the password.



Search ▾ Databases and E-Journals Inter-Library Loan ▾ Cart

🇩🇪 🇬🇧 ★ 0 [Log in](#)

🏠 > [Search](#)

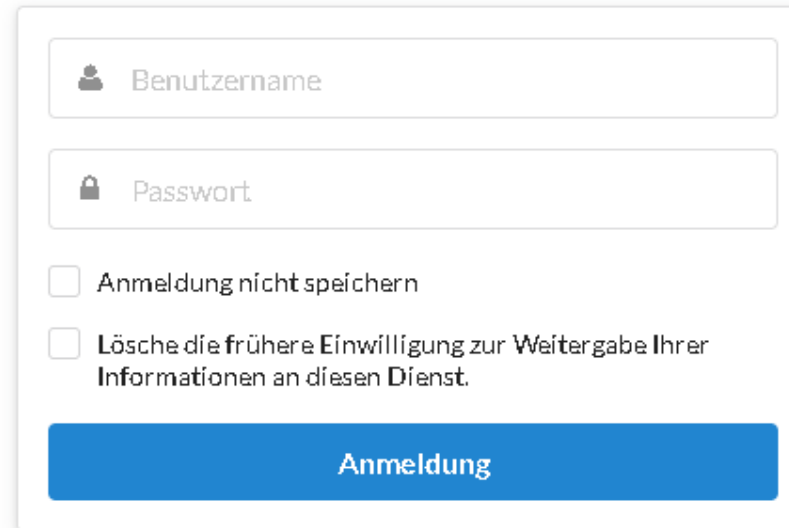
Catalogues Articles


[Select search area ▾](#)


▾ More search fields

Previous searches can be found in your [Search history](#).

Anmelden bei DigiBib Portal



 Benutzername


 Passwort

Anmeldung nicht speichern

Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

[Anmeldung](#)

You wish to order a book or one of its chapters? Select the menu point "*Books and Book Chapters*" and search the database using characteristic title keywords and the author's name (if known) of the book in question, e. g.: *Alternative Wirtschaftsformen* by Gernot Böhme.

Search ▾ Databases and E-Journals **Inter-Library Loan** ▾ Cart 

[Home](#) > [Inter-Library Loan](#)

[Search title](#) > [Select title](#) > [Fill in order form](#) Order completed

0 of 3

Books and Book chapters Journal articles

Words from book title:	<input type="text" value="alternative wirtschaftsformen"/>	<input type="button" value="✕"/>
Author ("Surname, Forename"):	<input type="text" value="böhme"/>	<input type="button" value="✕"/>
ISBN:	<input type="text"/>	
Year of publication:	<input type="text"/>	

From the list of titles found, select the desired entry.

Please note that due to licensing regulations, **online editions cannot be ordered.**

You can choose between ordering the whole book or one of its sections.

If the book is available at Trier University (and therefore not eligible for *ILL*), you will be notified by instant message.

If you do not find the title you are looking for, you can order it via the free input mask (box at the bottom of the search results list).

Search title OK > Select title > Fill in order form Order completed

1 of 3

Words from book title:	<input type="text" value="alternative wirtschaftsformen"/>	<input type="button" value="X"/>	<input type="button" value="Search"/>
Author ("Surname, Forename"):	<input type="text" value="böhmé"/>	<input type="button" value="X"/>	
ISBN:	<input type="text"/>		
Year of publication:	<input type="text"/>		

Hits 1 - 20

Holdings available for ILL: 1 Hits

1	Alternative Wirtschaftsformen : [Tagung des Instituts für Praxis der Philosophie (IPPh)] Böhme, Gernot [Sonstige] Bielefeld: Aisthesis-Verl., 2012	To ILL Order Form ▾
Available in 18 libraries. Available in your ILL region.		<input type="button" value="Whole book (Lending)"/> <input type="button" value="Section / Chapter (copy)"/>

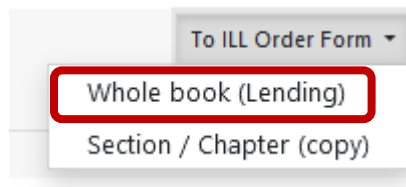
Total of 1 hit.

Free (to be completed) Order

If you cannot find the title you are looking for, you have the option to place a so-called "free order". The usual costs are naturally incurred. The staff of your library will then try to locate the requested title and obtain it for you at last. However, success cannot be guaranteed.

- Free book order
- Free order of a book section

If you would like to order the **whole book**, tick the „pick-up location“ in the order mask shown below. You may also specify, if necessary, the exact edition you wish to order. After that, the order can be sent. The loan period for an ordered book is 4 weeks and cannot be extended.



Titel suchen **OK** > Treffer auswählen **OK** > **Bestellformular ausfüllen**

Bestellung abgeschlossen

2 von 3

Order details

Author (Surname, Forename):

Böhme, Gernot [Sonstige]

Title:

Alternative Wirtschaftsformen : [Tagung des Instituts für Praxis der Philosophie (IPPh)]

Place of publication:

Bielefeld

Publisher:

Aisthesis-Verl.

Year of publication:

2012

ISBN:

978-3-89528-931-6

Lieferbedingungen

Ggf. andere Ausgabe*:

- Ja
 Nein

Ggf. Vormerkung durchführen*:

- Ja
 Nein

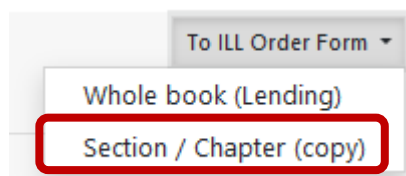
[Info [↗](#)]

Anmerkungen zu dieser Bestellung:

Abholort*:

- Lesesaal F
 Zentralschalter

To order a **specific section of a book**, detailed information is required so that the article or chapter in question can be clearly identified. **Usually, a book section will be delivered faster than the whole book.**



Book details

Author: Böhme, Gernot [Sonstige]

Title: Alternative Wirtschaftsformen : [Tagung des Instituts für Praxis der Philosophie (IPPh)]

Volume / Issue:

Year of publication: 2012

Place of publication: Bielefeld

Publisher: Aisthesis-Verl.

Umfang: 152 S. : graph. Darst.

ISBN: 978-3-89528-931-6

Source: HBZ

ID: HT017339614

Article details

Author of article*:

Title of article*:

Page references*:

For copyright reasons, only up to 10 % of the work can be delivered as a copy.

Delivery terms

Preferred mode of delivery*:

- Abholung in der Bibliothek, Benachrichtigung per E-Mail
- Zentralschalter
- Lesesaal F

Pick-up Location*:

I will refund copy costs up to a maximum of (in Euro): 8

There may be extra costs for copying articles of more than 20 pages. Additional charges will depend on the library fulfilling the request. [\[Info\]](#)

Before submitting the order, specify the pick-up location and tick the intended purpose. As soon as the desired item is delivered to the University Library, you will be notified by email to your university email address and it can be picked up at the central circulation desk.

Delivery terms

Preferred mode of delivery*: Abholung in der Bibliothek, Benachrichtigung per E-Mail

Pick-up Location*: Zentralschalter
 Lesesaal F

I will refund copy costs up to a maximum of (in Euro):

There may be extra costs for copying articles of more than 20 pages. Additional charges will depend on the library fulfilling the request. [\[Info\]](#)

Order related comments:

Purpose of the article to be delivered*: Yes, the article is meant for personal, non-commercial respectively scientific purposes.

Personal details

Bitte beachten Sie die [Datenschutzhinweise](#) und dort insbesondere Punkt 11: Nutzung der Online-Fernleihe.

Name:



E-Mail Address:

Method of payment

ILL charges will be debited to your library user account [\[Info\]](#)

[Order now](#)

In the „Books and Parts of Books“ section of your *ILL* account you can check your orders and their respective processing status. If there are any questions, please contact the information desk or the Interlibrary Loan Department (fernleihe@uni-trier.de).

Search ▾ Databases and E-Journals **Inter-Library Loan ▾** Cart  

[Account](#) > [ILL Order Requests \(Books and Parts of Books\)](#)

2 orders retrieved
Orders will be removed from from the ILL account some time after their completion.

1 Alternative Wirtschaftsformen: [Tagung des Instituts für Praxis der Philosophie (IPPh)] / Böhme, Gernot (1937-2022) [Sonstige] [Show details](#)

Ordered on: Mon, Nov 20, 2023
Status: **Establishing (route to) lending library**

To order an article from a journal, select the menu item "*Journal articles*", then search for the title of the journal where the article has been published. Use keywords from the journal title for your search.

Search ▾ Databases and E-Journals **Inter-Library Loan ▾** Cart 🇩🇪 🇬🇧

🏠 > [Inter-Library Loan](#)

Search title > [Select title](#) > [Fill in order form](#) Order completed

0 of 3

Books and Book chapters **Journal articles**

Words from Journal title:

Journal title begins with:

ISSN:

Corporate body:

For any order, it is mandatory to select the printed edition of the journal in question. Because of licensing reasons, online editions are **not** eligible for *ILLs*.

If you do not find the journal you are looking for, you can order from it by using the free input mask (box at the end of all search results.)

Search title **OK** > **Select title** > Fill in order form Order completed

1 of 3

Words from Journal title: ✕ Search

Journal title begins with:

ISSN:

Corporate body:

Hits 1 - 20

German Union Catalogue of Serials (ZDB): 3 Hits

1	<p>Zeitschrift für theoretische Soziologie : ZTS Weinheim: Beltz Juventa, 1.2012 -</p>	To ILL Order Form
2	<p>Zeitschrift für theoretische Soziologie : ZTS Weinheim: Beltz Juventa, 1.2012 -</p> <p style="background-color: #f00; color: white; padding: 2px;">Not available for order Unfortunately, this online resource can not be ordered via inter-library loan!</p>	To ILL Order Form
3	<p>Zeitschrift für theoretische Soziologie [...] Sonderband : ZTS Weinheim: Beltz Juventa, 1.2014 -</p>	To ILL Order Form

Total of 3 hits.

Free (to be completed) Order

If you cannot find the title you are looking for, you have the option to place a so-called "free order". The usual costs are naturally incurred. The staff of your library will then try to locate the requested title and obtain it for you at last. However, success cannot be guaranteed.

[Free order of a journal article](#)

Now select the desired journal
and fill in the details of the
article you wish to order.

Periodical details

Title:	Zeitschrift für theoretische Soziologie : ZTS
Place of publication:	Weinheim
Publisher:	Beltz Juventa
ISSN:	2195-0695
Source:	ZDB
ID:	2682152-7

Article details

For copyright reasons, articles from newspapers and consumer publications (e.g. Focus, Stern, Newsweek and the like) cannot be delivered via interlibrary loan (§ 60e UrhG [↗](#)).

Author of article*:	mau, steffen
Title of article*:	qualifizierung des sozialen
Year of publication*:	2018
Volume / Issue*:	2
Page references*:	2

Before submitting the order, specify the pick-up location and tick the intended purpose of your order. As soon as the desired article is delivered, you will be notified by email to your university email address and it can be picked up as a paper copy at the central circulation desk.

Delivery terms

Preferred mode of delivery*:

Abholung in der Bibliothek, Benachrichtigung per E-Mail

Pick-up Location*:

Zentralschalter

Lesesaal F

I will refund copy costs up to a maximum of (in Euro):

8

There may be extra costs for copying articles of more than 20 pages. Additional charges will depend on the library fulfilling the request. [\[Info\]](#)

Order related comments:

Purpose of the article to be delivered*:

Yes, the article is meant for personal, non-commercial respectively scientific purposes.

Personal details

Bitte beachten Sie die [Datenschutzhinweise](#) und dort insbesondere Punkt 11: Nutzung der Online-Fernleihe.

Name:

E-Mail Address:

Method of payment

ILL charges will be debited to your library user account [\[Info\]](#)

Order now

You can check the processing status of your order in the "Articles" section of your interlibrary loan account. If you have any questions, please contact the information desk or the interlibrary loan department: (fernleihe@uni-trier.de)

Where can I find help?

If you have any more questions, contact our
information department :

- By phone: 0651/ 201-2420
- Via E-Mail: auskunft@uni-trier.de

- Chat with us in „LiveSupport Online“
on the library's homepage:

<https://www.uni-trier.de/index.php?id=678>

Or meet us in person at the information desk

