

Terms and regulations on interlibrary loan and document delivery

1. Interlibrary loan order to be placed at the library

1.1. Common guidelines

- Interlibrary loan is used to obtain literature which is not available:
 - at the library of the University of Liechtenstein
 - within the Liechtenstein library network, e.g. at Liechtenstein National Library
- This service is provided to all registered library users.
 - Students, academic and administrative staff of the University of Liechtenstein
 - External (public) library users
- A **maximum of 5 documents** can be ordered per interlibrary loan request. Students writing a bachelor-resp. master thesis or a dissertation may place an interlibrary loan order for a maximum of 10 items.

1.2. Interlibrary loan procedure

Check whether the requested title is available via the Primo Metasearch or Liechtenstein Complete Catalogue. Both search tools are accessible via the library's website. If the desired book cannot be found at any Liechtenstein library, the title in question can be searched in **Swissbib** metacatalogue.

www.uni.li/bibliothek → Search & Find → Library Catalogues → Other

Once you have found the title, please follow these steps:

- Ensure that you have the source you need.
- Enter all **relevant information** such as title, author, publisher, etc. in the **Interlibrary Loan request form** www.uni.li/bibliothek → Services → Interlibrary Loan & Document Delivery
- Please note the **mandatory fields***. Use the field "Search result " where the URL of your hit in Swissbib can be inserted
- In the bottom part of the form, enter your **surname, first name, library card no. or matriculation no.**
- Submit your order.

1.3. Notes

- **Delivery times:** They depend on the supplying library (details not guaranteed).
 - Switzerland: 2-5 working days, abroad: 2-4 weeks
- **Pick-up and return point** is the information desk, where you also pay the interlibrary loan fees. You will receive a message as soon as the book has arrived. It is not possible to send the item by internal or external postal mail. There is no courier service within the Liechtenstein library network either, but media from the holdings of the Liechtenstein National Library can be borrowed or reserved upon personal registration on site.
- The library takes care of **renewals**. You will receive final recalls by e-mail.
- Interlibrary loan orders are always subject to **charges**. Please refer to **scale of charges and fees** ([here](#)) for the rates.
 - Students of the University of Liechtenstein have to pay a contribution to costs of **CHF 4.00** for **interlibrary loan requests from Switzerland**. External library users will pay **CHF 12.00**.
 - For **orders from abroad** the **actual costs incurred** can be charged.
- - For employees of the University of Liechtenstein interlibrary loan is free of charge. Orders, which exceed the limit of 10 documents or exceed certain costs, the library will consult. In this case a sharing of the costs for the interlibrary loan service can be demanded.
- If a medium ordered by interlibrary loan is not picked up by the end of the due date an **additional fee of CHF 10.00** per item will be taken in charge.

2. Ordering copies (document delivery)

2.1. Common guidelines

- If a journal article or essay is not available in our library or cannot be ordered on your own in Swissbib metacatalogue, ask us to search and order the article in the holdings of partner libraries in Switzerland or abroad.
- This service is reserved to all registered library users.
 - Students, scientific and administrative staff of the University of Liechtenstein
 - External (public) library users

2.2. Document delivery procedure

Find out whether the article/essay or journal you are looking for is available in the **Primo Metasearch** or in the **Liechtenstein Complete Catalogue**. Both search tools are available on the library website.

www.uni.li/bibliothek

If the desired essay/article or journal is not available in any Liechtenstein library and cannot be ordered independently elsewhere, please proceed as follows:

- Fill in the **Document Delivery request form** as completely as possible.
www.uni.li/bibliothek → Services → Interlibrary Loan & Document Delivery
- Please note the **mandatory fields***.
- Enter your **surname, first name, library card number or matriculation number** in the lower part of the form.
- Submit your request.

2.3. Notes

- **Delivery times** depend on the supplying libraries (information without guarantee).
 - Library holdings University of Liechtenstein: 24 hours
 - Switzerland: 1-5 working days
 - abroad: 2-4 weeks
- You will receive a message when the copies have arrived. **Place to pick up copies is the information desk**, where you also pay for the copies. Journal articles and essays usually cannot be sent by postal mail or electronically.
- Document deliveries are generally **subject to a fee**.
 - For document **delivery from Switzerland (incl. subito)** costs for students of the University of Liechtenstein are at least **CHF 5.00** per 20 pages.
 - External library users pay at least **CHF 8.00** per 20 pages.
 - For **orders abroad**, the **actual costs incurred** are usually charged.
 - For employees of the University of Liechtenstein, document delivery is generally free of charge. In exceptional cases, a contribution to costs may be necessary.Detailed information on the rates can be found in the **scale of fees** ([here](#)).
- Ordering and use of essays or copies of articles are subject to copyright and licensing regulations. The ordering party is responsible for compliance with the regulations. The copies are intended exclusively for personal use and may not be passed on to third parties or used for commercial purposes.