

## **Interlibrary lending**

## **General regulations**

- Interlibrary lending is used to obtain literature that is unavailable at:
  - the University of Liechtenstein Library
  - other libraries in Liechtenstein.
- This service is available only to:
  - students, instructors and employees of the University.
- A contribution of **CHF 4.00** towards costs is charged for **interlibrary orders from Switzerland**. For **orders from other countries**, the **actually incurred costs** will be charged.
- A maximum of 5 documents can be obtained through each interlibrary order; students writing a bachelor's or master's thesis may obtain a maximum of 10 documents per interlibrary order.

## Procedure

Check first whether the desired title is available in the **Liechtenstein Central Catalogue** (see link on the Library's website  $\rightarrow$  Search and Find). If the desired book cannot be found in any Liechtenstein library, you can research it either in the metasearch **Swissbib** of the Informationsverbund Deutschschweiz (see links on the Library website  $\rightarrow$  Search and Find). Once you have found the title, proceed as follows:

- Click on the title
- Click "Save/Send"
- Subject line → "Interlibrary loan"
- Name  $\rightarrow$  enter own last name and first name
- E-mail → <u>bibliothek@uni.li</u>

The order is then sent directly to the e-mail address of the University Library (<u>bibliothek@uni.li</u>) and processed by the Library team. You will receive a message once the book has arrived.