

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 or 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.