

Terms and regulations on interlibrary loan and document delivery

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)** the costs for students of the university 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](#)).
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