



Staats- und  
Universitätsbibliothek  
Bremen

# A guide to interlibrary lending

## **What can I borrow?**

Books and articles which are not available in Bremen.

## **How long will it take to process my order?**

You can collect your order from the SuUB Bremen within 5-10 days.

We will send you an e-mail to notify you of its arrival.

## **What will it cost?**

A fee of €1.50 is charged for each item. Please note that any additional fees levied by libraries supplying requested items will be passed on to you.



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You will require a **valid library card from the SuUB Bremen** to set up an interlibrary account.

### **Setting up an interlibrary account at our Lending Desk**

In order to pay your interlibrary lending fees, you will need to set up an online interlibrary account (deposit account).

Please visit our Lending Desk to set up an account.

### **Application form**

To set up an online interlibrary account, please use the application form available from both our Lending Desk and the Information Desk on Level 1, or download the form from our homepage.



### Einrichtung eines Online-Fernleihkontos

Ich beantrage die Einrichtung eines Depositkontos für die Online-Fernleihe.

Als Zugangs- bzw. Kundennummer wird die Nummer Ihres Bibliotheksausweises verwendet:

Meine Ausweisnummer lautet:

Für Benachrichtigungen gilt die Adresse, die Sie uns im Ausleihsystem als Postadresse angegeben haben:

Name:  Vorname:   
Straße:  PLZ:  Ort:   
E-Mail-Adresse:

Zur Sicherung Ihres Depositkontos erwartet das System die Eingabe eines Passwortes. Dieses Passwort wird aus Ihrem Geburtsdatum gebildet (tt-mm-jj).

mein Geburtsdatum lautet:

Für Bestellungen über die Online-Fernleihe verlangt das System Verrechnungseinheiten. Pro Fernleihbestellung wird eine Verrechnungseinheit von Ihrem Depositkonto abgebogen. **Eine Verrechnungseinheit entspricht 1,50 €.** Bitte geben Sie an, wieviel Verrechnungseinheiten wir Ihnen zunächst eintragen sollen.

**Bitte beachten Sie: Einmal eingezahlte Beträge können nicht bar ausgezahlt werden!**

Ich wünsche folgende Anzahl von VR:  =  €

Enter the number of  
interlibrary credit units you  
wish to use here; i.e. the  
number of items you wish to  
order. (1 credit = €1.50)

ihre ist eine Übermittlung und befristete Speicherung der Benutzerdaten  
er des Bibliotheksausweises) an anderen Bibliotheken erforderlich. Mit der  
ung meiner Benutzerdaten für Fernleihzwecke bin ich einverstanden.

.....  
Unterschrift



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Once you have set up your interlibrary account, you can access the interlibrary service from the Lending & Interlibrary Loans tab on our homepage ([www.suub.uni-bremen.de](http://www.suub.uni-bremen.de)).

The screenshot displays the homepage of the Staats- und Universitätsbibliothek Bremen. At the top left is the library's logo and name. A navigation menu is highlighted in red, with 'Services & Information' selected. Below this menu, a red banner contains several service links, with 'Lending & Interlibrary Loans' being the primary focus. To the right, a 'My account - login' box contains input fields for a library card number and password, along with links for password recovery and sign-up. A search bar is located at the bottom of the page, and a blue button for 'Opening times' is visible in the bottom right corner.

**My account - login**

Library card number  
.....

[Forgot your password?](#)  
[New to the library? Sign up here!](#)

(Click here to renew items)

**Navigation Menu:** About Us | **Services & Information** | Catalogs & Collections | Subject Areas | Our Sites | Contact

**Services & Information Menu:**

- **Lending & Interlibrary Loans** | Returns & Renewals | Training & Library Tours | My Account
- Library Cards | New Users | Download Information | Opening Hours
- Learning Spaces | PC, WLAN, Copy, Scan & Print

Home - Services & Information - Lending and interlibrary loans

Search All media Your search: e.g. title, subject, person, ISBN ...

**Lending and interlibrary loans** [Opening times](#)



To access the interlibrary service, just click on the link to the Common Union Catalog (GVK).



## Interlibrary lending

If you require books or articles that are not available at the State and University Library or any of the other libraries in Bremen, you may order these items through the interlibrary lending service of the [Common Union Catalog](#) (GVK).

- You will need to set up an interlibrary account through our Lending Desk. Download a registration form [here](#). Interlibrary accounts are operated on a credit basis.
- Delivery times: 5 - 10 working days.
- A service charge of €1.50 applies per order; further costs may apply for the copying of longer articles.
- All items are delivered to the Central Library.
- You will receive a notification by e-mail when your order arrives.
- Orders can be collected from our Lending Desk.



You can also access the "**Common Union Catalog (GVK)**" from home.

Books and journals, but not individual articles or essays, are indexed in this catalog.

Search | Results | Advanced | My shelf | My lists | My Configuration | My profile | Help

search [and] [ALL] all words without fulltext ? sort by year of publication

search  fuzzy search

fewer search options

Library: SUUB BREMEN | personal sign on | log out | database menu

about the database welcome

### GVK - GBV Union Catalogue

You are accessing the Union Catalogue (GVK) of seven German federal states participating in the Common Library Network (GBV). This multimaterial bibliographic database covers the holdings of over 34.1 million records of more than 400 GBV member and associated libraries with over 79.4 million separate catalogue entries of books, conference proceedings, periodicals, dissertations, microfilms and electronic resources. The periodicals of all subitio-supplying libraries and other university libraries from Germany are also integrated. Access is free of charge.

All titles listed can be ordered via [Inter Library Loan \(ILL\)](#) or [subitio](#) document delivery service.

**Notice:**

- This database is presented in unicode (UTF8). Possible character coding problems might be related to locally missing character fonts (Fonts) in your operating system. The following links could be helpful: [Display Problems \(Unicode Consortium\)](#) [Setting up your browser for Unicode support \(abes\)](#) [UTF8 problems \(Wikipedia\)](#)
- Mozilla Firefox version 3.0.x cuts off the right side of the GSO pages or shows a black border below the window contents, if the zoom option of the browser is used. This problem can be solved by activating the option in your browser **View > Zoom > Zoom Text Only**
- The Internet Explorer 6 doesn't show the logos of the GSO-databases right. You can avoid this by using the IE 7, IE 8 or any other browser.
- Usage of MSC (Mathematics Subject Classification) in line with Creative Commons Attribution Noncommercial Share Alike License.



If you wish to search for journal articles, please use the [Common Union Catalog GVK-Plus](#). This catalog is only accessible [through our campus network](#). To find out about accessing this catalog from home ("external access"), please visit [our website](#).

## GBV Union Catalogue (GVK)

Catalogue of the Common Library Network (GBV )  
incl. interlibrary lending services

[GBV Union Catalogue \(GVK\)](#) 

### Gemeinsamer Bibliotheksverbund

Willkommen im Web-Portal des Gemeinsamen Bibliotheksverbundes der Länder Bremen, Hamburg, Mecklenburg-Vorpommern, Niedersachsen, Sachsen-Anhalt, Schleswig-Holstein, Thüringen und der Stiftung Preussischer Kulturbesitz.

Sie haben Zugriff auf das vielfältige Datenbankangebot des GBV mit Bestellmöglichkeiten über [Online-Fernleihe](#) und den Dokumentlieferdienst [subito](#)®, Informationsangebote für Literatursuchende und bibliothekansiche Nutzer und vieles mehr ...

Suche im Gemeinsamen Verbundkatalog (GVK)



## Union Catalogue & Articles

The Union Catalogue with an integrated article search function (GVK-PLUS), incl. interlibrary lending service (only accessible on campus in Bremen)

[Union Catalogue + Articles](#) 

-  1. Differenzierung im Englischunterricht an der Berufsschule  
/ Christ, Walter. - In: *Wirtschaft und Erziehung*, ISSN 0174-6170, Bd. 62 (2010), 9, S.2
-  2. Digitale Filme im Englischunterricht. Quellen, Ideen und Tipps für den handlungs- und kompetenzorientierten Umgang mit digitalem Filmmaterial  
/ Wiholt-Keßling, Claudia. - In: *Computer + Unterricht*, ISSN 0176-3717, Bd. 20 (2010)
-  3. Bilingualer Englisch-Unterricht an der Berufsschule im dualen System  
/ Christ, Walter. - In: *Wirtschaft und Erziehung*, ISSN 0174-6170, Bd. 62 (2010), 4, S.1
-  4. Ethnic diversity in the ... : [Student's book]  
/ Mitchell, Michael. - New ed. plus, 1. Aufl. - 2010
-  5. Erweiterung der Sprechfähigkeit im Englischunterricht durch den Einsatz von Dialogen  
Unterrichtsversuch in einer 3. Klasse  
Mastoras, Katherina-Theodora. - 2010



## Select the titles you wish to borrow from the search results.

search [and] [ALL] all words without fulltext ? sort by year of publication  
sputum search  fuzzy search

fewer search options Library: SUUB BREMEN | [personal sign on](#) | [logout](#) | [database menu](#)

search history | shortlist | **full title** | first | previous | 89 | 90 | 91 | 92 | 93 | **94** | 95 | 96 | 97 | 98 | 99 | next | last | go to

**results** search [and] ([ALL] all words without fulltext) sputum | 250 hits [loan request](#) | [Copy request](#) | [subito request](#) | [save/print info](#) | [add to my list](#)

PPN: 025435442 [Zitieren](#)  
Title: A colour atlas of **sputum** cytology : the early diagnosis of lung cancer / Gordon Canti  
Author: Canti, Gordon  
Published: London : Wolfe Med. Publ. [u.a.], 1988  
Extent: 181 S. : Ill.  
ISBN: 0-7234-0916-1  
0-8151-1470-2

Subject heading: \*Lungs -- Cancer -- Cytodiagnosis -- Atlases ; Lungs -- Cytopathology -- Atlases ; **Sputum** -- Examination -- Atlases  
Subject: Library of Congress Classification | National Library of Medicine Classification | Dewey Decimal Classification |

Click on "Loan Request" to borrow books.

Click on "Copy Request" to order journal articles or essays.





#### login to personalized services

Before you can search you have to identify yourself.

Please type your **user ID** and **password** and click the **login** button.

User ID

password

save password

**Please notice:**

After successful identification don't forget to use the logout link before leaving your workstation in order to avoid others using your personal request data.

Clicking on either of these links will open a new window. You will now be requested to log on to your account with your **User ID** (library card number) and **password** (a 6-digit combination based on your date of birth).




## To order a book, please select "Loan Request"



User: ELLIS, RACHEL | [logout](#) | [database menu](#)

**loan request:** 0046160522

 ILL request can be submitted

 title: Strategic learning and its limits  
author: Young, H. Peyton  
year(month-day): 2004  
place: Oxford [u. a.]  
publisher: Oxford Univ. Press

### delivery options

remark:   
local requestno.:

### user data

name:  \*  
           \*  
address:  \*  
zip code:  \*  
place:  \*  
e-mail:   
Fax:   
FTP-active:

Address format: [ftp://]user:password@host[:port]/[path]

### list of candidate suppliers

ZBW Kiel <206>  
UB Osnabrück <700>  
ULB Halle-WiWi, Fak.  
SBB-PK Berlin <111A>

### final confirmation

request  \* Enter your password and then send

Only hit once please and wait for your receipt, otherwise you might trigger multiple requests for this item.

Your personal details and address will be entered here automatically.

Enter your password (a 6-digit number based on your date of birth) and then click on the "Order" button to confirm your order.



## To order a journal article or essay, please select "Copy Request"



Copy request: 0001260522

ILL request can be submitted

periodical: Cellular therapy and transplantation : CTT  
year(-month-day): 2008  
place: Hamburg  
publisher: Univ. Medical Center, Clinic for Stem Cell Transplantation, Center of Oncology

Please ensure you provide  
precise bibliographic data.

### delivery options

author:   
article:

year: 2009 volume:  edition:  pages:

remark:

local requestno.:

Costs assumption: Be aware to accept extra fees occasionally in case of larger 20 of copies.

- I take over possibly resulting auxiliary costs upto max.  € (minimum: 0 €)  
 I take over no auxiliary costs and take in purchase that my order cannot be fulfilled eventually.

### User data

name: Doe, Jane \*  
jane.doe@suub.uni-bremen.de \*  
address: Example Street 10 \*  
zip code: 28359 \*  
place: Bremen \*  
e-mail: jane.doe@suub.uni-bremen.de \*  
fax:

Your personal details and  
address will be entered here  
automatically.

### list of candidate suppliers

SUB+Uni Hamburg <18>

final confirmation


request:  \* Enter your password and then send off this form to confirm your request.  
Only hit once please and wait for your receipt, otherwise you might trigger multiple requests for the

Enter your password (a 6-digit number based on  
your date of birth) and then click on the "Order"  
button to confirm your request.




## Your order will be confirmed on completion

[Search](#) | [Results](#) | [Advanced](#) | [My shelf](#) | [My lists](#) | [My Configuration](#) | [My profile](#) | [Help](#)



**You can check the status  
of your order in your user  
account.**

loan request

 **Your deposit amounts to 1,00 Request number: A112241808**  
Your request has been filed. Please write down the request id.  
You will need this to check you order on delivery. Thank you for your request.

**You will be transferred to this page on completion of your order.**

**Please note!** Interlibrary account credits (1 =€1.50) will not be reimbursed to your account if the delivering library is unable to provide you with the requested item(s) as these fees are levied to cover the cost of processing your order.



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If you have any questions, please  
contact the Central Information  
Desk or the Interlibrary Lending  
Department.

We're happy to help you!