

How to place an ILL order

You can skip to the English version using the link at the bottom.

The screenshot shows the homepage of Gateway-Bayern.de. At the top, there is a navigation bar with links for 'Einfache Suche', 'Erweiterte Suche', 'Hilfe', and 'weitere Angebote'. Below this is a search bar with the text 'Suche in Alle BVB-Datenbanken'. There are two search options: 'Find it in WorldCat' and 'Find it in Gateway Bayern'. A table with four columns is visible: 'In der neuen Gateway Bayern Au...', 'SFX', 'Open Data', and 'Warnhinweise'. At the bottom left, there is a language selection area with 'deutsch' and 'english' links. A blue arrow points to the 'english' link. At the bottom right, there is a logo for 'BVB BibliotheksVerbund Bayern'.

We recommend to use the advanced search. Search for the title you like to order via ILL.

The screenshot shows the advanced search page of Gateway-Bayern.de. At the top, there is a navigation bar with links for 'Basic search', 'Advanced search', 'My list', 'Help', 'Contact', and 'Additional services'. Below this is a search form with four rows of input fields. The first row has 'Title words' and the text '60 years of the universal declaration of human rights in europe'. The second row has 'Author/person' and the text 'jaichand, vinodh'. The third row has 'Subject' and is empty. The fourth row has 'Document type' and is empty. A 'Search' button is located to the right of the search form. Below the search form, there is a section for 'Limit to a range of years' with 'year from' and 'year to' input fields. Below that is a section for 'Database selection' with several checkboxes and labels: 'BVB databases' (all BVB databases, prints of the 16th / 17th century, bavarian bibliography, Verbundkatalog östliches Europa), 'other catalogues' (HBZ, SWB, Hebis, GBV), and 'Full text databases' (Full texts from the Multimedia Server of the Bavarian Library Network). A blue arrow points to the 'Advanced search' tab, and another blue arrow points to the search input field.

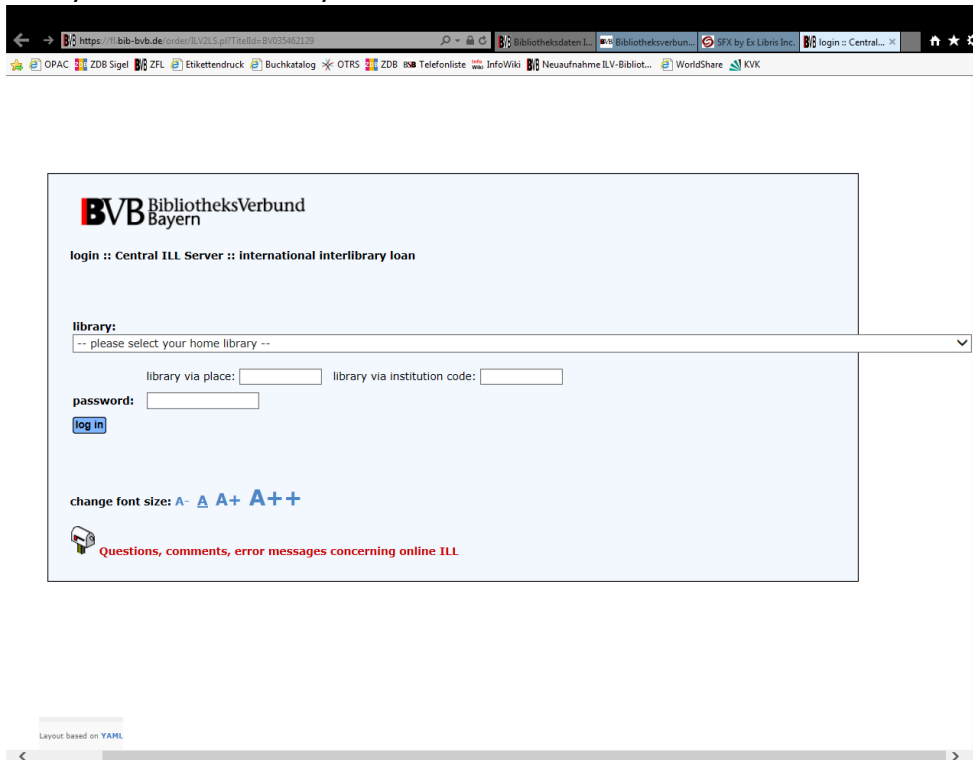
Click on the SFX button.

The screenshot shows the website www.Gateway-Bayern.de. The page displays search results for the book "60 years of the universal declaration of human rights in Europe" by Jaichand, Vinodh. The author's name is highlighted in blue. Below the book information, there is a red button labeled "SFX" with the text "(Services, Fernleihe und weitere eXtras)" next to it. A large blue arrow points to this button. Other elements include a navigation menu at the top, a search bar, and a sidebar with a book cover for "60 Years - Universal Declaration of Human Rights in Europe".

A new tab opens in your browser. Click on “Send international ILL request to Bavarian Library Network”.

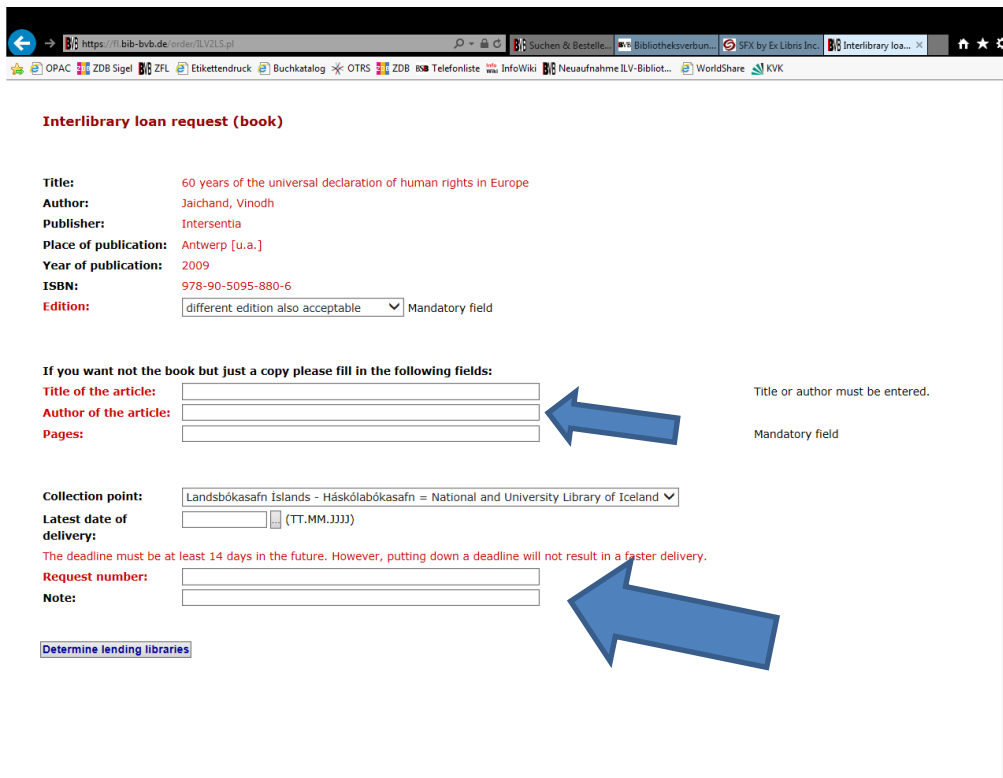
The screenshot shows the SFX interface. The source information is "60 years of the universal declaration of human rights in Europe [90-5095-880-X] Jaichand, Vinodh". The interface is in German. Under the "Dokumentlieferung" (Document Delivery) section, there is a button labeled "Send international ILL request to Bavarian Library Network". A large blue arrow points to this button. Other sections include "Bestandsinformation" (Inventory Information), "Anschlussrecherche" (Access Search), and "Sonstiges" (Miscellaneous). The footer contains the copyright information "© 2005 SFX by Ex Libris Inc. CrossRef Enabled".

This will open another tab in your browser. For logging on to the system please choose your library. You can search by name or institution code.



The screenshot shows a web browser window with the URL <https://bib-bvb.de/order/ILL2LS.pl>. The page header includes the BVB BibliotheksVerbund Bayern logo and the text "login :: Central ILL Server :: international interlibrary loan". Below the header, there is a "library:" dropdown menu with the text "-- please select your home library --". To the right of the dropdown are two input fields: "library via place:" and "library via institution code:". Below these is a "password:" input field and a "log in" button. At the bottom, there is a "change font size:" section with options "A-", "A", "A+", and "A++", and a "Questions, comments, error messages concerning online ILL" link.

Fill in your request number. This is mandatory.
If you wish to order an article, add the article details.
Then click on "determine lending libraries".



The screenshot shows the "Interlibrary loan request (book)" form. The form contains the following fields and labels:

- Title:** 60 years of the universal declaration of human rights in Europe
- Author:** Jaichand, Vinodh
- Publisher:** Intersentia
- Place of publication:** Antwerp [u.a.]
- Year of publication:** 2009
- ISBN:** 978-90-5095-880-6
- Edition:** different edition also acceptable (dropdown menu) Mandatory field

Below these fields, there is a section titled "If you want not the book but just a copy please fill in the following fields:" with three input fields:

- Title of the article:** (input field) Title or author must be entered.
- Author of the article:** (input field) Mandatory field
- Pages:** (input field) Mandatory field

Below these fields, there is a "Collection point:" dropdown menu with the selected option "Landsbókasafn Islands - Háskólabókasafn = National and University Library of Iceland".

Below the collection point, there is a "Latest date of delivery:" input field with a date format "(TT.MM.JJJJ)".

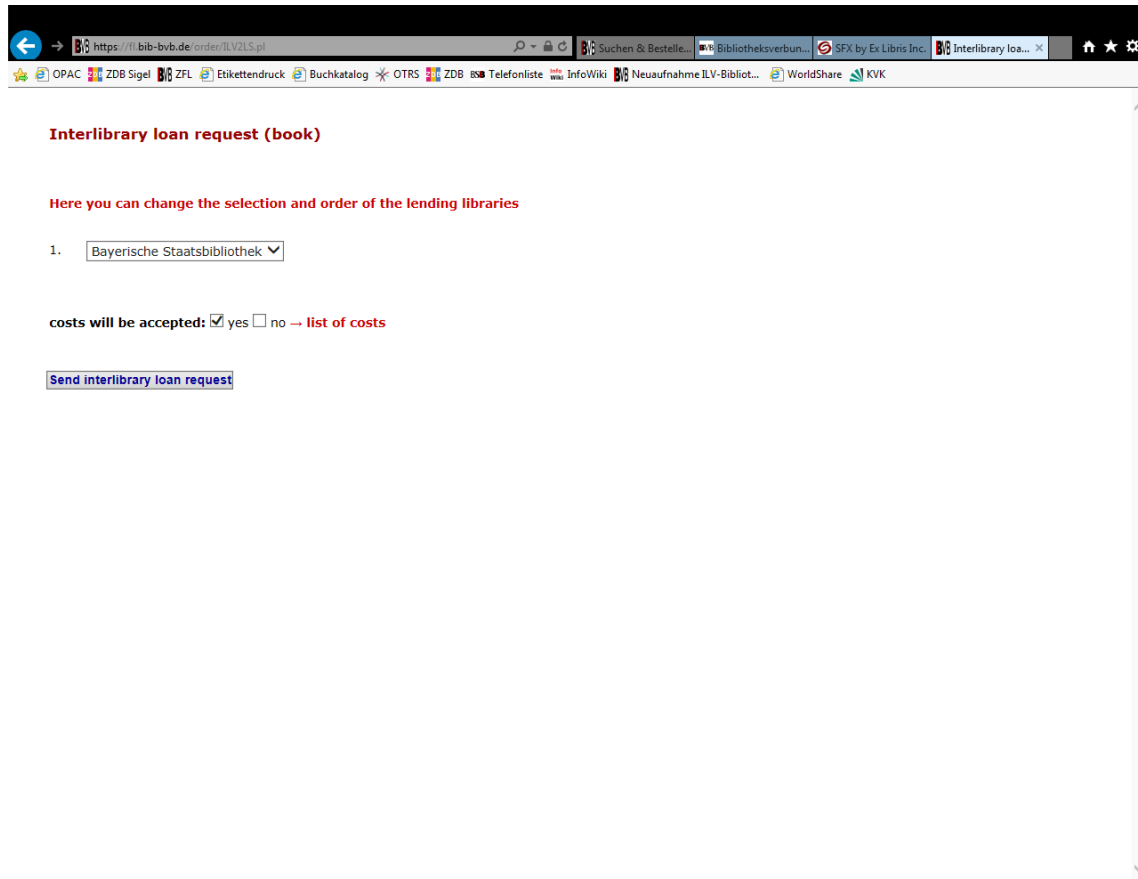
Below the date of delivery, there is a note: "The deadline must be at least 14 days in the future. However, putting down a deadline will not result in a faster delivery."

Below the note, there are two input fields:

- Request number:** (input field)
- Note:** (input field)

At the bottom of the form, there is a "Determine lending libraries" button.

Choose a lending library.



The screenshot shows a web browser window with the URL <https://bib-bvb.de/order/ILVZLS.pl>. The browser's address bar and tabs are visible at the top. The main content area of the page is titled "Interlibrary loan request (book)" in red. Below this title, there is a red instruction: "Here you can change the selection and order of the lending libraries". Underneath, there is a numbered list starting with "1." followed by a dropdown menu currently displaying "Bayerische Staatsbibliothek". Below the dropdown, there is a checkbox section: "costs will be accepted: yes no → list of costs". At the bottom of the form, there is a blue button labeled "Send interlibrary loan request".

Please check the list of costs, as you need to accept the costs for placing your request.