

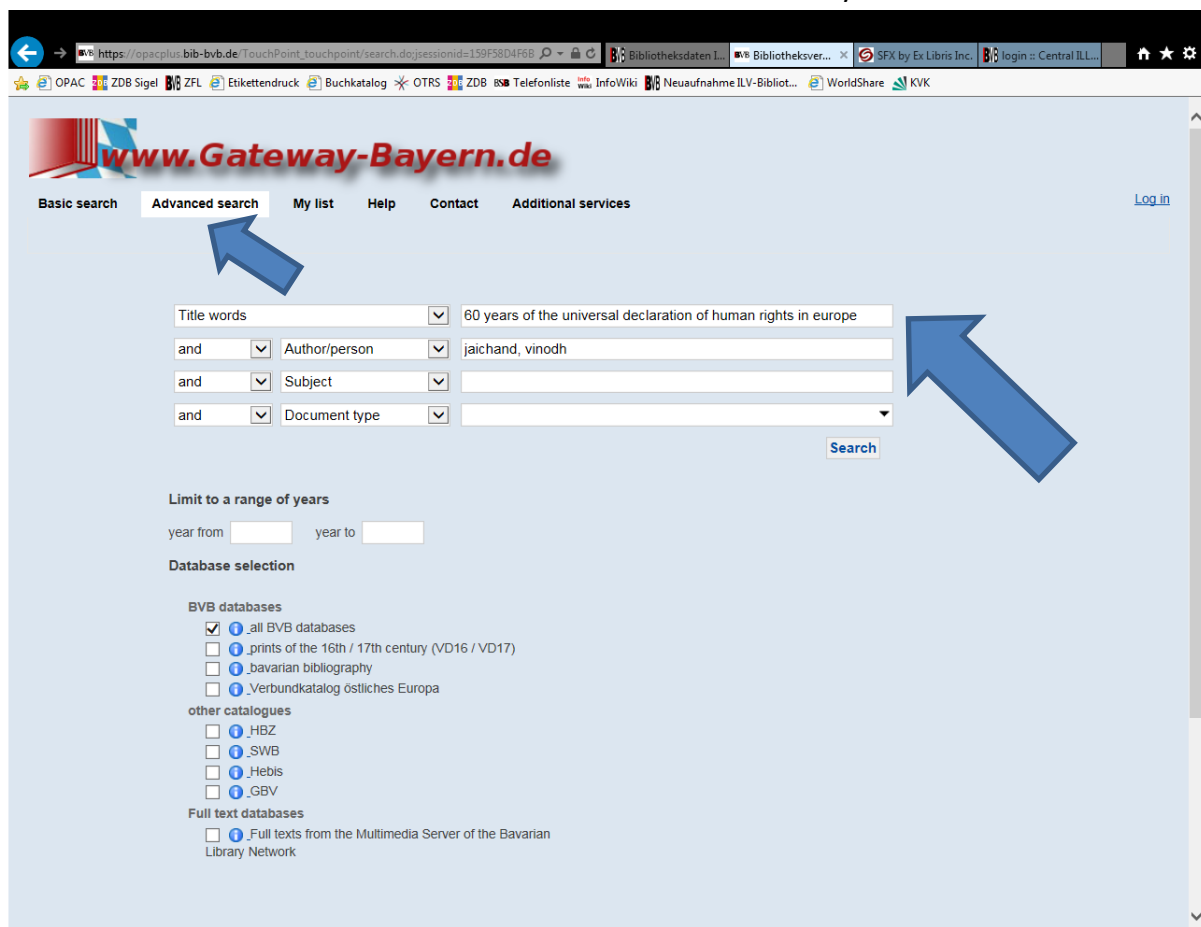
# How to place an ILL order

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 provides information about 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. The BVB logo is visible at the bottom right.

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



The screenshot shows the advanced search page on Gateway-Bayern.de. The 'Advanced search' tab is selected and highlighted with a blue arrow. The search form contains several input fields: 'Title words' with the text '60 years of the universal declaration of human rights in europe', 'Author/person' with 'jaichand, vinodh', 'Subject', and 'Document type'. A 'Search' button is located below the form. Below the search form, there are sections for 'Limit to a range of years' and 'Database selection'. The 'Database selection' section includes checkboxes for 'all BVB databases', 'prints of the 16th / 17th century (VD16 / VD17)', '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).

Click on the SFX button.

The screenshot shows the Gateway-Bayern.de website interface. At the top, there is a navigation menu with options like 'Basic search', 'Advanced search', 'Previous searches', 'My list', 'Results', 'Help', 'Contact', and 'Additional services'. Below the menu, there are options to 'Back to results', 'Print', 'Send', and 'Save'. The main content area displays the title '60 years of the universal declaration of human rights in Europe' along with author, publisher, language, and subject information. A blue arrow points to a button labeled 'SFX (Services, Fernleihe und weitere eXtras)'. To the right, there is a book cover for '60 Years - Universal Declaration of Human Rights in Europe'. At the bottom, there is a section for 'Availability in BVB libraries' with links to 'Bibliothek der Universität der Bundeswehr München' and 'Bayerische Staatsbibliothek München'.

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

The screenshot shows the SFX interface for document delivery. The top navigation bar includes 'SFX by Ex Libris Inc.' and 'Interlibrary loan / Order fo...'. The main content area is titled 'Bibliotheksverbund Bayern \* Testinstanz' and shows the source information for '60 years of the universal declaration of human rights in Europe'. Under the 'Bestandsinformation' section, there are search options for 'lokale Katalog der BSB München' and 'Bibliothekverbund Bayern'. The 'Dokumentlieferung' section includes options for 'Dokumentbestellung im Bibliotheksverbund Bayern' and 'Kostpflichtige Dokumentlieferung von Subito'. A blue arrow points to the 'Send international ILL request to Bavarian Library Network' button. Below this, there is a section for 'Anschlussrecherche' with a search form for the author 'Jaichand, Vinodh'. At the bottom, there is a 'Sonstiges' section with a 'Nachricht' button. 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 of the form area, there is a "change font size:" section with options "A-", "A", "A+", and "A++", and a "Questions, comments, error messages concerning online ILL" link with a speech bubble icon. The footer of the page says "Layout based on YAML".

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 information:

- 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 this, there is a section for article details:

**If you want not the book but just a copy please fill in the following 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 the article details, there is a "Collection point:" dropdown menu with the selected option "Landsbókasafn Islands - Háskólabókasafn = National and University Library of Iceland".

**Latest date of delivery:** [input field] (TT.MM.JJJJ)

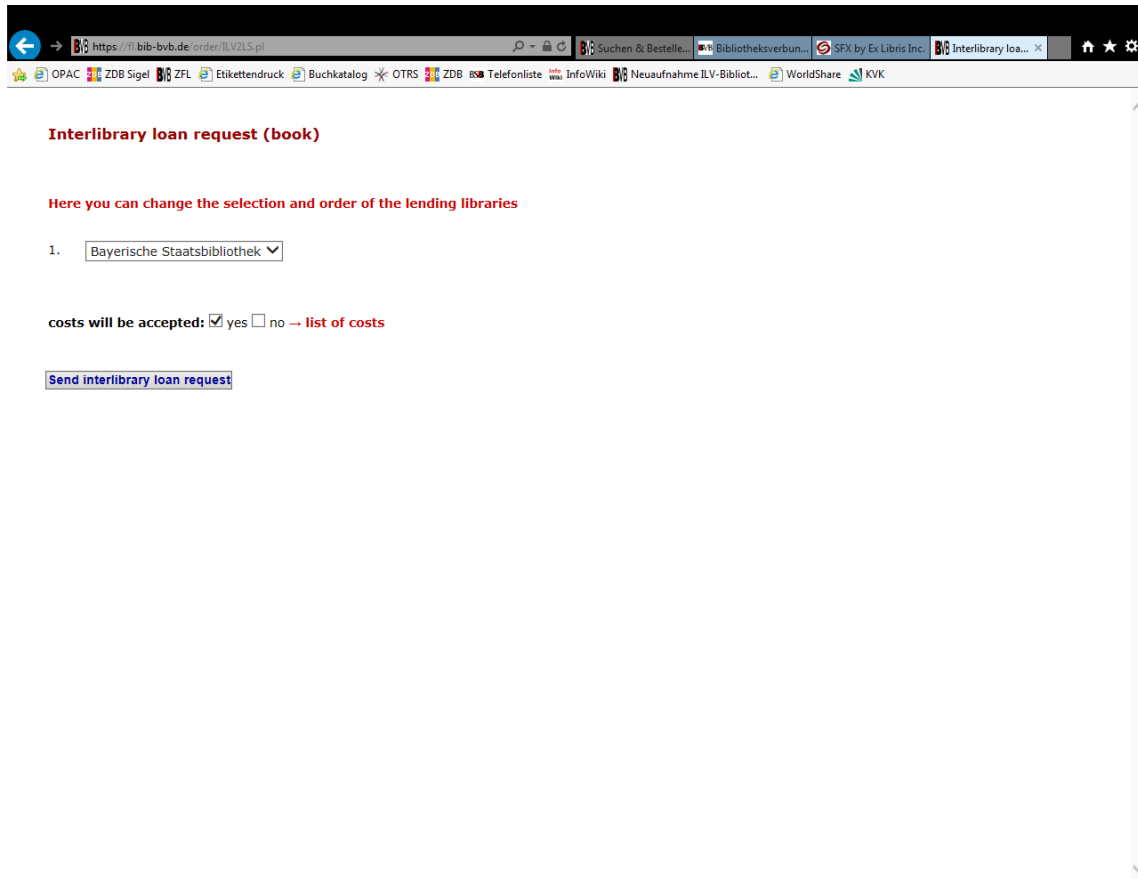
**Note:** The deadline must be at least 14 days in the future. However, putting down a deadline will not result in a faster delivery.

**Request number:** [input field]

**Note:** [input field]

At the bottom of the form, there is a "Determine lending libraries" button. Two blue arrows point to the "Request number" and "Note" fields.

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.