



Mailing of acquisition requests by electronic order form

First, find the ISBN of the desired book with the help of library or bookstore catalogues ('Karlsruher Virtueller Katalog - KVK' <<http://www.ubka.uni-karlsruhe.de/kvk.html>> or Buchkatalog <<http://www.buchkatalog.de/>>)

Call the order form directly (<<https://mybib.bsz-bw.de/desi/>>) or over the web catalogue of the library.

Select the HS Aalen under 'Einrichtung' and log in to the web catalogue with your account number and your password:

The user number has 8 digits in total:

- **Students:** Register number with three leading zeros (e.g., 00012345)
- **Professors:** Personnel number with leading 010, (e.g., 01000123 or 01001437)
- **Employee:** Personnel number with leading 030, (e.g., 03000639 or 03001234)

Your **standard password** is your **date of birth** in the **DD.MM.JJJJ** format

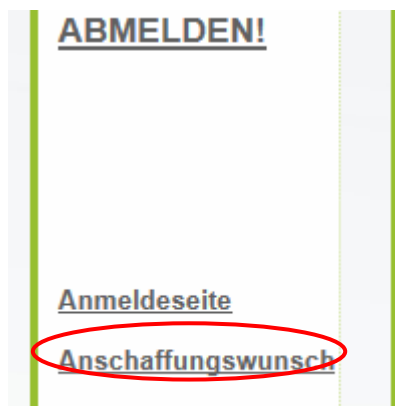
BIBLIOTHEKSSYSTEME

Anmeldung für Zusatzdienste zu Ihrem Bibliothekssystem

Einrichtung*	<input type="text" value="HS Aalen"/>
Benutzernummer/-name*	<input type="text" value="03000197"/>
Passwort*	<input type="password" value="••••••••"/>

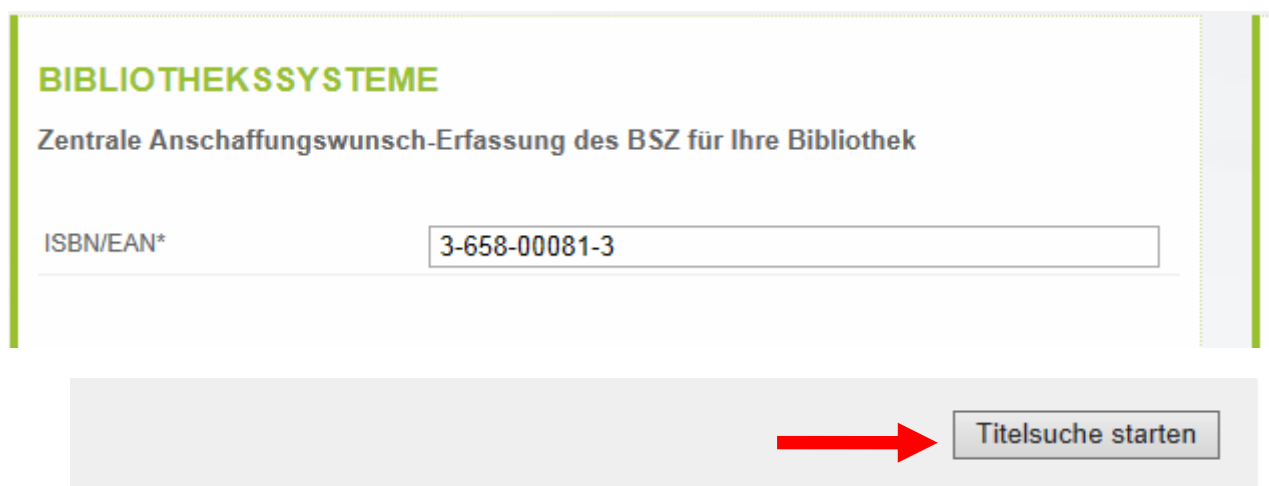
INFO: Bitte melden Sie sich zuerst mit Ihrer Bibliotheksnummer an.

Select the option 'Anschaffungswunsch' in the left menu.



Copy/transfer the ISBN into the ISBN/EAN field.

It does not matter whether you specify an older 10-digit or a newer 13-digit ISBN or whether you write the number with or without separators. Click on 'Titelsuche starten':

A screenshot of a web interface for a library system. The title is 'BIBLIOTHEKSSYSTEME' in green. Below it is the subtitle 'Zentrale Anschaffungswunsch-Erfassung des BSZ für Ihre Bibliothek'. There is a text input field labeled 'ISBN/EAN*' containing the value '3-658-00081-3'. At the bottom right, there is a button labeled 'Titelsuche starten' with a red arrow pointing to it from the left.

First, a duplicate check browses our library inventory, followed by the Südwestdeutscher Bibliotheksverbund (SWB). If no match is found there, either, the search continues at Amazon's.

If the search is successful, the title data are automatically taken over into the form:

Verfasser	Konrad Reif (Hrsg.)
Titel*	Bussysteme
Verlag	Springer Vieweg
Erscheinungsjahr*	2013
Erscheinungsort	Wiesbaden
ISBN/EAN	978-3-658-00081-3
Listenpreis	
Quelle	SWB
Exemplare	1
Bestellnotiz	

If evidence is found neither in the SWB nor at Amazon's, you can type the title data into the empty input field.

If a match is found by the duplicate check in our local stock, you will receive a corresponding message including location signature (1) and a link (2) to the full display in our web catalogue:

Verfasser	von Manfred Burghardt
Titel*	Projektmanagement: Leitfaden für die Planung, Überwachung
Verlag	Publicis Publ.
Erscheinungsjahr*	2012
Erscheinungsort	Erlangen
ISBN/EAN	978-3-89578-399-9
Listenpreis	ca. EUR 119.00 (DE), ca. EUR 122.40 (AT)
Quelle	SWB
Exemplare	1
Bestellnotiz	

WARNUNG: Titel im eigenen Bestand vorhanden. Signatur: 65 Bur [Bestandsinformation](#)

Either your acquisition request is now obsolete or you may suggest obtain more copies. In the latter case you can send your order to the library in spite of the warning note.

In the 'Bestellnotiz' field you can enter more data concerning your order and increase the number in the 'Exemplare' field (default = 1 copy).

If the order request has been sent off successfully, you will receive a response right in the registration form AND an e-mail that includes short information about your order request:

BIBLIOTHEKSSYSTEME

Zentrale Anschaffungswunsch-Erfassung des BSZ für Ihre Bibliothek

ISBN/EAN*

INFO: Ihr Bestellwunsch wurde versandt.

E-mail confirmation:

Buchbestellung

[REDACTED]

Die unnötigen Zeilenumbrüche des Nachrichtentextes wurden automatisch entfernt.

Gesendet: Mo 14.10.2013 12:00

An: [REDACTED]

Liebe Kundin, lieber Kunde,

Ihre Bestellung wurde an Ihre Bibliothek weitergeleitet:

Bussysteme / Konrad Reif (Hrsg.). - Wiesbaden: Springer Vieweg, 2013. - 978-3-658-00081-3

Mit freundlichen Grüßen

Ihre Bibliothek

Log out of the order form web page if you do not want to make any further requests.

Now the library will process your order request and you will definitely receive a response by e-mail.

As soon as we have fulfilled your request, the item will be automatically registered for you. That is, you are the first to get the proposed book offered for lending.

If we can fulfil your request only later or not at all, you will also receive an e-mail message.