

We will welcome you!

Address

Hochschule Aalen - Bibliothek
Anton-Huber-Str. 17
D-73430 Aalen

Phone +49 7361 576-4805
E-mail bibliothek@hs-aalen.de
Web www.hs-aalen.de/bibliothek

Our opening hours

Lessons and exams times
Monday – Friday 900 – 2000 hrs
Saturday 900 – 1600 hrs

Main times*

Monday – Thursday 900 – 1800 hrs
Friday 900 – 1600 hrs

Semester break

Monday – Friday 900 – 1200 hrs
Tuesday and Thursday 1300 – 1530 hrs

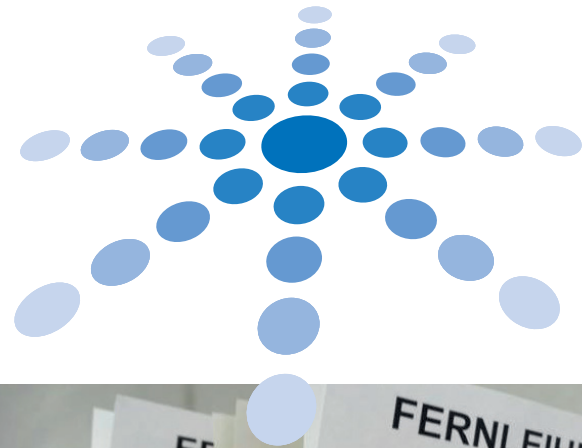
* only available during the main times

- Personal registration of external customers
- Payment of fees
- Purchase of books from the flea-market
- Detailed consultation and information
- Collecting, prolonging and returning books by interlending

A book return box is available outside the opening times.



www.hsaa.de/bibliothek



 **Hochschule Aalen**
Technik und Wirtschaft

Library Interlending – books and more

1608-V02



The basics ...

How to order books

Books not available in the library of the Hochschule Aalen can be ordered from other libraries by interlending.

You need the web catalogue to place an order. At the 'Fernleihe Bücher/Medien' item you can search in library catalogues all over Germany.

Please, always check before ordering whether the requested item is indeed offered by a library because the fee of 1.50 euros will be due in any case. Use the 'URL zur Quelle' link.

Make sure that the desired media can really be borrowed from the libraries in question and is not part of the closed stack or already ordered (a state 'bestellt und im Geschäftsgang' means that this item is not available).

The more libraries have the desired media in stock, the faster it can be delivered.

E-books cannot be ordered by interlending. Check whether your access is free (needs OpenVPN). Otherwise try ordering the printed edition.

How to order press articles

It is not possible to order whole magazines or subscription years by interlending but only individual articles. Only the requested pages will be delivered. These you may keep.

You need the web catalogue and the item 'Fernleiene Zeitschriftenaufsätze' to place an order.

Enter the press publication title in the proper search field. Usually you will find both a printed edition and an e-journal.

... in brief

Check first whether you can access the full electronic text of the article. Use the link 'URL – EZB'.

A traffic light system shows whether and which subscription years, if any, are released for you. Red is: not released, yellow is: access possible outside the campus network with OpenVPN, green is: access is possible from everywhere.

If you have no access to the full text, initiate interlending by 'zur Fernleihbestellung'.

You get an order form to enter further data of the article like title, author, issue number, page number, year.

Delivery times

Depending on how many libraries may have your article available, it will take 1-2 weeks until the order arrives at our library.

How to fetch and pay interlending

You are notified by e-mail to your Studmail address as soon as an item arrives at the library via interlending.

Items can be fetched during the main times. (See rear page.)

Interlending costs 1.50 euros/media. Pay cash when you fetch the item. The fee may also be debited with the costs of the course of study. There is a form for this that you have to fill and submit when you come to fetch the media. Please, find the form in the download area of the library's website.

Borrowing periods and extensions

Usually you can borrow books for 4 weeks. Up to 2 extensions may be possible. Please, find more information on the data carrier in the respective book.