

Joint Library Committee

EUF teaching staff: ordering items

FUAS teaching staff: ordering items

Terms of use for teaching staff

Online form for inter-library loan credit

Setting up course reserves and reserve collections


Order for library by

the online ordering platform ([Le2b](#))

OR AS AN ALTERNATIVE

Order form

Order Form



Datum: 03/14/2017
Datei: 15 KB (XLSX)

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The Campus Library will not process:

- › Requests in different form
- › Incomplete or inaccurate requests

Placing orders for items (EUf)

NEW: Ordering media online via Le2b

Convenient ordering system for teaching staff

Lehmanns ordering platform Le2b

The **Lehmanns ordering platform Le2b** is an ordering portal for printed books, individual e-books or e-book packages.

Le2b has a convenient search menu, a duplicate checking with the ZHB holdings (see Webopac) and detailed product details, so-called fact sheets (very helpful when ordering e-books). Furthermore, the new publications service (Lehmanns Alerting Service, LAS) in which you can create and maintain your own profile lists, supports you. With the help of this service you get an easier overview of the book market and can simply send your shopping cart to the ZHB, where your orders are further processed.

If you do not have your own budget, you can still use this service. Please send us the name of the respective contact person (institute spokesperson or library representative) and we will forward your order requests there.

If you would like to work with the Le2b in the future, please contact the acquisition team of the ZHB (erwerbung@zhh-flensburg.de; subject: teaching staff access Le2b)

General procedure:

- › **How to order:** Please send orders for media only to the responsible library representative at your department or your institute. After consultation with the spokesperson of your department your orders will be forwarded to the library staff in charge of acquisitions. Please use the order form which you can find on this page. It will facilitate the ordering process and minimize further enquiries.
- › **Budget of the departments for new library acquisitions:** In accordance with a resolution passed by Senate 15% of the budget of each department are automatically assigned for new library acquisitions. In case a department does not make use of this minimum amount in a budgetary year, the remaining amount will be transferred to the library's budget at the end of the fiscal period. It can then be used for interdisciplinary acquisitions in the following year. If the minimum amount turns out to be insufficient, departments may shift funds from other areas of their budget to library acquisitions. In this case, please inform the library's acquisitions department. Any remaining balance of these shifted funds will be credited to your teaching resources budget in the subsequent year.

Collection management

The teaching staff of both Flensburg universities are responsible for maintaining the collections of the library. They are assisted in performing this task by the library staff.

The objective:

The aim is to keep the library's collection up to date at all times. Furthermore, the resources are to be tailored to the needs of both teaching staff and students. Achieving this goal requires a continuous and thorough review of the collection by qualified staff, i.e. sorting out

Contact

Dipl.-Bibl. Dagmar Demski

Tel.: +49 461 805 2926
Fax: +49 461 805 2928
demski@zhh-flensburg.de
ZHB - ZHB 21

Contact for journals

Kathrin Polz

Tel.: +49 461 805 2934
Fax: +49 461 805 2900
polz@zhh-flensburg.de
ZHB - ZHB 22

outdated editions or items that have become defective or unsuitable for use and replacing them with new ones.

How to achieve this:

In order to maintain a well-balanced collection, please take note of the following:

- » **Familiarise yourself with your collection:** Inform yourself of the collection the ZHB holds of your academic field by consulting the [RVK](#) and the [catalogue](#).
- » **Check the collection:** How up to date is the literature that is available? What is the condition of particularly popular textbooks? Does the collection of the library reflect the current teaching contents? Is the literature you recommend available at the Campus Library?
- » **Make use of the budget for new acquisitions:** Please make use of your department's [library budget](#) to improve the selection for your students.
- » **Get assistance:** The team at the Campus Library will be glad to assist you in maintaining your collection. Please [contact](#) us.

Types of media

There are three basic types of media: print (e.g. books, journals), audio-visual (e.g. CDs, DVDs) and electronic (e.g. CD-Rs, e-books, data bases). All of these types are acquired and made available by the Campus Library.

The type of media often determines an item's location in the library ([shelving location](#)) and the [conditions of loan](#).

Type of media	Location	Condition of loan
Freely accessible media	1st floor, 2nd floor	regular loan period: 29 days
CD, DVD etc.	media cupboard	regular loan period: 29 days
E-Books	online	depending on the provider; see overview (in german only)
Data bases	online	not for loan
Loose-leaf	reading room	not for loan
Engineer standards	service desk	not for loan
Reference collection	reading room	short-term loan
Journals current year	1st floor centre	not for loan
Journals older volumes	southern wing of the basement, accessible via the south side staircase	short-term loan

Delivery times

Delivery times may vary considerably:

- » German language publications are usually delivered within a few days.
- » Books from abroad usually take 10 days to three weeks.
- » E-books are often available immediately. In some cases it may take several days to activate the license.
- » some older or seldom requested titles are only printed when ordered (Print on demand or PoD). This can take several days

In very urgent cases please let us know in your order.

Deadline for orders

Both universities announce a last day on which bills etc. can be handed in to be paid within the current budgetary year. This day is applicable for the ZHB, too. As soon as the library receives this date (either from EUF or from FUAS), a deadline for placing orders will be announced.

Please note that any orders placed after this date cannot be taken into consideration for the current budgetary year.

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