

National Library Loan at the HNEE

Guide to Using the University Library

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Conditions

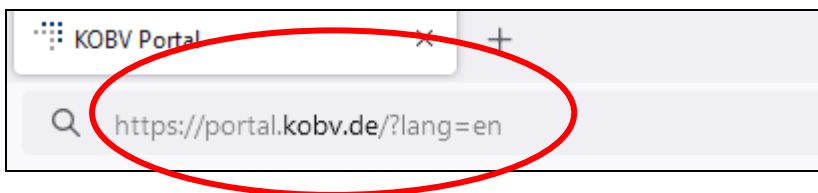
If you need a paper or a book that is not in the University Library's collection, you can have this title delivered to the University Library via interlibrary loan. You will receive your desired item either as a complete book or booklet, or as a partial copy from another library. This service costs a flat rate of €1.50 per order. Additional costs may be incurred, but these are at your discretion.

Placing an Order

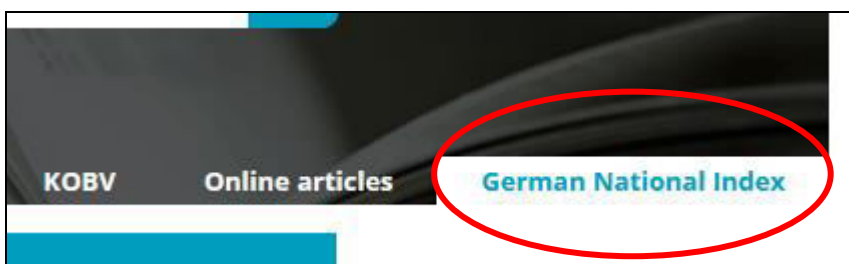
The KOBV Portal

The University Library is a member of the Berlin-Brandenburg Cooperative Library Association (KOBV), through which all our interlibrary loan requests are made and processed. This means that interlibrary loans are placed via the KOBV website, the so-called KOBV Portal:

<https://portal.kobv.de/?lang=en>



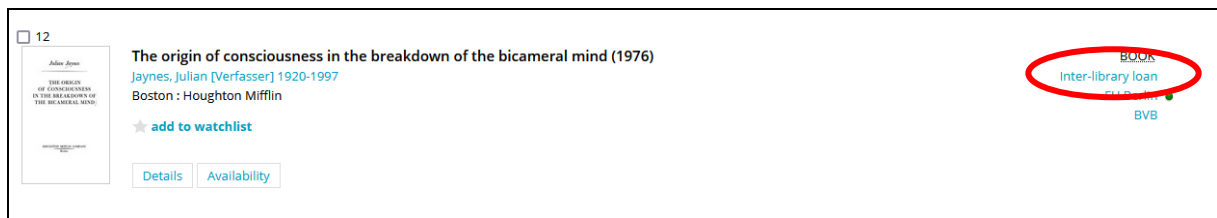
To search for literature from libraries not only regionally but throughout Germany, select "German National Index" as the database on the right-hand side.



You can now search for literature using the *simple* or *advanced* search functions. Listing the hits can take a few seconds, however, as the holdings of over 1500 libraries are searched here. You can use the filters on the left-hand side of the results page to adjust the results afterwards.

If the desired work is among the results, you can already see on the right-hand side of the title whether the work can be ordered via interlibrary loan. If the "Interlibrary loan request"

button is available and you are sure that it is the title you want, click on "Interlibrary loan request".



Log-In

In the next step, you must authenticate yourself as an HNEE member.

ATTENTION: Unfortunately, the following pages are in German language only! If you need assistance please feel free to directly contact the staff of the HNEE University Library!

User name (Benutzungsnummer) and password (Passwort):

Students use their general HNE access data, consisting of ID and password, with which they also log in to the university's other platforms.

Employees and **external users** should use the number on their library card. By default, the password is your date of birth in four-digit form (ddmm).

Home Library (Heimatbibliothek):

Please choose „Eberswalde HNE“.

A screenshot of a login form titled 'Online Fernleih-Bestellung'. At the top, it says 'Bitte melden Sie sich vor Aufgabe der Fernleihbestellung mit Ihrer Benutzungsnummer aus Ihrer Heimatbibliothek an!'. Below this is a blue 'Login' button. The form has three main input areas: 'Benutzungsnummer:' with a text box containing 'XXXXXXXXXXXXXXXXXX'; 'Passwort:' with a yellow text box containing four dots; and 'Heimatbibliothek:*' with a dropdown menu showing 'Eberswalde HNEE' and a 'Login' button. At the bottom, there is a disclaimer: '*Hinweis: Falls Ihre Heimatbibliothek nicht aufgeführt ist, können Sie hier leider keine Online-Fernleihbestellung aufgeben. Bitte wenden Sie sich an Ihre Heimatbibliothek.'

ATTENTION: If you have any problems with logging in, please contact the HNEE University Library only.

Order Format and Checking the Bibliographic Data

At „Bestellform“ (ordering format) you can decide whether you want the medium in a physical format either as a whole book or a journal („Ausleihe eines Mediums) or print-outs of selected pages from a book („Kopie aus einer Monografie“).

The following listing is for double-checking whether this is really the work you want. Please check carefully whether there are any mismatches or discrepancies. It is not possible to lodge a complaint if a work is delivered that is not the one you requested.

Online Fernleih-Bestellung

Bestellform

Ausleihe eines Mediums ▼

Bibliografische Angaben

Titel:	The origin of consciousness in the breakdown of the bicameral mind
Verfasser:in:	Jaynes, Julian
Erscheinungsjahr:	1976
Verlag:	Houghton Mifflin
Erscheinungsort:	Boston
Umfang:	467 S.
ISBN:	0395207290

Non-Commercial Use (Nicht-kommerzielle Nutzung)

Please agree that you are ordering the work to be delivered for non-commercial use only.

Nicht kommerzielle Nutzung und Umfang der Bestellung

Im Falle einer Kopienlieferung dürfen bis zu 10% eines erschienenen Werkes oder ein einzelner Beitrag aus einer Fachzeitschrift oder wissenschaftlichen Zeitschrift vervielfältigt werden.

Achtung: Nach §60e (5) Urheberrechtsgesetz ist die Bestellung/Lieferung von Kopien aus Zeitungen und sog. 'Kioskzeitschriften' im Rahmen der Fernleihe nicht mehr gestattet.

Ich sichere zu, dass die Vervielfältigung nicht zu kommerziellen Zwecken erfolgt.

☒ Ja ☐ Nein

Costs and Lending Periods

You can specify maximum fees („Kostenübernahme“) or time windows („Lieferfrist“) for the order.

Bestellgebühren
Gebühren: 1,50 Euro

Kostenübernahme
Für Aufsatzkopien mit mehr als 20 Seiten **oder** Auslandsbestellungen können zusätzliche Kosten anfallen. Ich übernehme die Kosten bis zum nachfolgend angegebenen Kostenlimit.
Kostenlimit: €
Den voreingestellten Betrag können Sie durch einen anderen Betrag ersetzen.
Wenn Sie die Kostenübernahme ganz ausschließen wollen, geben Sie bitte den Betrag von **0 €** ein.

Lieferfrist
☒ Ich will die Bestellung in jedem Fall haben ☐ Lieferung nicht erwünscht nach dem: (TT.MM.JJJJ)

Achtung: Die von Ihnen eingegebene Frist zur Bestellerledigung hat keinen Einfluss auf die Dauer der Erledigung der Bestellung. Diese Frist gibt das Ende der Laufzeit dieser online-Bestellung an und sollte mindestens 4 Wochen betragen.

Bemerkungen
Sonstige Bemerkungen zur Bestellung:

Check and confirm

In the last step, you will receive a complete overview and the option to confirm and complete the order for a fee.

Bitte drücken Sie den Bestellbutton **nur einmal** und haben Sie Geduld bis die Bestellbestätigung angezeigt wird, da die Bestellverarbeitung etwas verzögert ablaufen kann.

Picking up an interlibrary loan order from the university library

Your interlibrary loan request will appear in your library account as an open request soon after it has been placed. The standard fee of €1.50 is also already visible.

As soon as your interlibrary loan order has arrived and is ready for you, we will send you an e-mail notifying you to collect it. Please bring the €1.50 fee (preferably a suitable amount) with you to collect the item. After payment you will then receive the medium.

ATTENTION: There is a yellow paper with a number with the medium. This is a loose data carrier and is used to identify the interlibrary loan in our system. The data carrier must be returned together with the medium.

NOTE: In the case of media worthy of protection, it may be the case that an interlibrary loan may not be taken home. In this case, you can only work with the item within the university library.

Extending the loan period

The loan period is determined by the owning library and not by the HNEE University Library. Nevertheless, it is often possible to extend interlibrary loans. If you wish to renew an item, please contact the library staff at the HNEE University Library, we will then contact

the owning library. However, this may take a few days. Therefore, please inform us of your renewal request well in advance. Renewals are free of charge.

Return

Interlibrary loans can only be returned at the HNEE University Library counter. The yellow data carrier is also required for the return. A loss of the data carrier is subject to a loss fee.