

Instructions for ordering print collections that are not available in the Main Library – Science (HBZ-N)

Dear employees

Until now, the library of GIUZ has procured print stocks for you that were not on site from other libraries. This service will also continue in the Main Library under changed conditions. There are two different ordering processes, whereby the decisive factor is where the media are ordered from:

ETH library and branches as well as universities of applied sciences

Procedure: For the first order, a one-time APPLICATION for inclusion in the ETH courier list must be completed:

<https://www.hbz.uzh.ch/en/contact/form-antrag-eth-kurier.html>

ETH Courier Service Request

Staff in departments at the Irchel Campus can order material from the ETH Library to pick-up at the → Main Library – Science. To activate this service, please fill out the form:

* Required Fields

Your Personal Data

Name Surname *

Institute *

Building and Office number *

E-Mail *

Additional Data

Remarks

Send Cancel

With this application you will be added to the courier list. You will receive an email from HBZ-N for confirmation.

The activation usually takes 2 days. As soon as the service is activated, you can order media from now on via the Rechercheportal (<http://www.recherche-portal.ch/>). To do this, you have to log in to your library account in Rechercheportal (letter and number sequence for the barcode on the back of your employee card & personal password), click on "Loan" for the corresponding book and select "Courier" at the pick-up location.

Vormerkung

Exemplarstatus:
64 Ausleihe 4
Wochen Signatur:
Ta 134,

Abholort
★ Kurier ▼

Kommentar

FORMULAR LEEREN BESTELLUNG SENDEN

The courier box arrives at 4:15 p.m. every day. You will not receive a message when the books have arrived. As soon as the book appears on your loan overview, it is on its way to us.

Media from other libraries

To order from other libraries (e.g. from the Central Library ZB, the Institute libraries of the UZH, the PHZ, the ZHAW etc.), you fill out the form at the following link:

https://www.hbz.uzh.ch/dokumentlieferdienst/index_en.php

Document Delivery of the Main Library of the University of Zurich

Please note that all orders are subject to a charge : [Rules & Regulations](#), exception: Speicherbibliothek for members of the UZH
For further questions (billing etc.) please contact us by e-mail : docdel@hbz.uzh.ch
Interlibrary loan: Staff in departments at the Irchel Campus can order material from the ETH Library to pick-up at the Main Library - Science: [Request Form](#)

Name * :
First name :
Institution * :
Institute/clinic :
E-mail * :
Address :
Preferred type of delivery : E-mail Paper copy
Priority :
If not in Switzerland :
 Save the data for future orders (cookies allowed) | [\(delete cookies\)](#)

Group :
Phone no :
Postal code : City :

Transfer information directly from

Type of document :
Journal/book title * :
Year : Volume : Issue : Pages :
Title of the article :
Author(s) :
City/publisher/edition(book) : ISSN / ISBN : UID :
Comments :

Contrary to the note to the obligation to pay fees, the book ordering service is free of charge for employees of the GIUZ. You will be notified by email as soon as the ordered media are available for pickup at the Main Library - Science information desk.

If you have any further questions about this service, we will be happy to help you!

- Personally: at the Information desk of the Main Library building Y15
- By phone: 044 635 41 51
- By email: naturwissenschaften@hbz.uzh.ch