

Order form for chargeable book shipping

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It is possible to order up to nine media (per order) from our stocks for home delivery. All media must be ordered to your user account via the library catalog of the University Library of Eichstätt-Ingolstadt in advance. For interlibrary loan orders of monographs, you can contact the nearest municipal library or university library.

Procedure

- Order the media in your user account via OPAC and send us an e-mail to: bibliothek@ku.de (for the Eichstätt campus) or ub-wfi@ku.de (for the Ingolstadt campus) stating that you would like to have the media sent by mail.
- You will receive a confirmation from us whether the ordered media can be prepared for shipping (large formats, old stocks and books from course collections are excluded from mail dispatch) as well as information regarding the weight.
- After receiving our feedback, please buy an online shipping label via DHL (<https://www.dhl.de/de/privatkunden/pakete-versenden/online-frankieren.html>).
- Choose the corresponding insured shipping rate, taking into account the respective weight. Enter your recipient address. As sender, please enter the mail address of the University Library of Eichstätt-Ingolstadt: either Universitätsallee 1, 85072 Eichstätt or Auf der Schanz 49, 85049 Ingolstadt. After payment, DHL will provide you with a PDF file with the shipping label. Send us this PDF file as an e-mail attachment to bibliothek@ku.de or ub-wfi@ku.de. Please also send us this order form for chargeable shipping completely filled out and signed (as a scan or photo by e-mail attachment).
- The UB records the books you ordered as loans in your library account. By sending the order, you agree to this procedure.

Notes

- Please note that chargeable book shipping is only available within Germany, with the exception of the city of Eichstätt and the city of Ingolstadt.
- The loan periods start on the day of dispatch. Please make sure to check the duration of the respective loan periods in your OPAC account or on the receipt printout immediately after receiving the book delivery.

UNIVERSITÄTSBIBLIOTHEK

Zentralbibliothek
Universitätsallee 1 ■ 85072 Eichstätt
Telefon: +49 8421 93-21492
E-Mail: bibliothek@ku.de
www.ku.de/bibliothek

Wirtschaftswissenschaftliche Zweigbibliothek Ingolstadt
Auf der Schanz 49 ■ 85049 Ingolstadt
Telefon: +49 841 937-21809
E-Mail: ub-wfi@ku.de

- If necessary, please extend the loan period in your OPAC account in due time to avoid chargeable reminders. Loan periods cannot be extended if other users have made reservations for the books.

Delivery

You pay your online shipping label in advance via DHL. We ship exclusively via DHL. Shipping of the books will only be effected once we have received the online shipping label and the signed order form.

Return

You can either return your borrowed books personally at the lending desk, at the return box or the return machine or by mail. Please take into account the delivery times for mail delivery. Books that arrive after the loan period has expired will automatically be reminded with a charge. You must pay for the costs for returning the books. Please also make sure that you use suitable stable packaging.

Please send the books to the following addresses:

Eichstätt:

Universitätsbibliothek Eichstätt-Ingolstadt
- Ausleihschalter Zentralbibliothek -
Universitätsallee 1
85072 Eichstätt

Ingolstadt:

Universitätsbibliothek Eichstätt-Ingolstadt
Wirtschaftswissenschaftliche Zweigbibliothek
Auf der Schanz 49
85049 Ingolstadt

Liability

You are liable for loss and damage of the media from the time of dispatch by the University Library of Eichstätt-Ingolstadt. If the book is lost during shipping, you are also liable for the loss.

Declaration of consent

This service offer is based on the General Regulations on the Use of Bavarian State Libraries (ABOB) dated August 18, 1993.

By placing an order for the shipping of books by mail, you declare your consent to the computerized storage and processing of the following data provided by you: Last name, first name, address, telephone number, e-mail address. The storage and processing exclusively serves the purpose of completing your order.

You confirm that you have taken note of the terms of delivery.

Date

Signature

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