

## Purchase of electronic media only for chairs



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The library procures both printed and electronic media (e-books, e-journals, access to databases or other electronic content) for you. If you want to request ordering electronic media - for the entire campus as well as for your chair only - please contact your subject librarian in the library first. He/she will identify the best ordering options for you and coordinate suitable licences or purchasing options with you.

If you subsequently plan to purchase or license electronic media for your chair only, we ask you to carry out this order independently with the respective provider (incl. invoicing via the chair), as the procurement of these media can neither be verified by the University Library nor can the invoices be processed (sachlich richtiggestellt) by the employees of the University Library.

Therefore, we ask you to follow the procedure below:

- Please have your office stamp the invoice with “Sachlich und rechnerisch richtig” (“both factually and calculatively correct”), add the cost centre (Kostenstelle), type of issue (Ausgabeart) and your signature.
- Return the invoice to the library. It will be processed and passed on to the accounting office of the University Administration.

If you have any further questions regarding the procurement of literature, please do not hesitate to contact your subject librarian or the head of the media services department, Mr Bernhard Vogt.

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