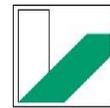


Purchase of library literature for chairs



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One of the main tasks of the University Library is the procurement of literature for scientists and lecturers and their chairs. The library offers you not only a comprehensive service, but also always tries to guarantee a fast delivery. Orders for chairs are therefore always ordered and processed by us as "urgent".

In order to achieve the most financially favourable procurement with sometimes very high discounts from our suppliers and to avoid unintentional duplicate orders, we ask you to always **place all your orders (including orders for lecturer's reference holdings (Handapparate)) via your subject librarian at the University Library.**

Purchasing books yourself / direct purchasing:

— Purchasing materials yourself and sending those materials to us for reimbursement usually leads not only to an increased workload, but also causes a time delay and higher costs for you. This is because if a title is regularly available in bookshops, you are only entitled to a reimbursement for the price the library would have paid to our suppliers after deducting library discounts and shipping costs. For reasons of cost-effective budget management, we are required to follow this procedure administered by the University Administration. This regulation also applies to third-party funds (e.g. foundations) which are co-administered by the University Administration.

A deviation from this procedure, i.e. chair staff directly purchasing materials, is only permitted in exceptional cases, e.g. if you receive an author discount or if the literature in question can be purchased at congresses at a reduced price. In such cases, we ask you to follow the procedure below:

— Please fill in the **form** linked on our website and hand it in to your subject librarian for processing, please also include the invoice you already paid, a proof of payment (receipt, credit card statement or similar) and the book in question.

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.

Updated: September 2022