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 always tries to guarantee a fast delivery.

In this way, we ensure that even urgent literature requests can be fulfilled within a short period of time. Therefore, your orders are always executed as RUSH orders. Any literature you require most urgently is processed by us in a special EXTRA-RUSH business process so that it can be handed over to you on the shelf as quickly as possible after receipt of the media in the library.

Therefore, we ask you to always place your orders through your subject librarian at the University Library, even if they are to be charged to your chair’s budget.

Only in this case can also guarantee that unintentional double orders are avoided. At the same time, this is the only way to achieve the financially most favourable procurement including discounts from our suppliers (as a rule 5 - 22 %).

The library may only pay invoices directly for orders it places itself.

When you make your own purchases, which go to us for cost reimbursement, there is unfortunately not only an increased workload, but also a time delay and, as a rule, a higher price for the media.

If a title is regularly available in bookshops, we may only refund the price that the library would have paid to the supplier after deduction of library discounts and shipping costs. In the case of reduced purchase abroad or author discount, there is no deduction on our part.

We are required by the University Administration (Section II Budget Matters) to follow this procedure, which is also reviewed by the state authority (State Audit Office). This regulation also applies to third-party funds (e.g. foundations) that are co-administered by the university administration.

The self-purchase of literature should be avoided for the reasons mentioned. Please refer all employees of your chair to the procurement channel via the subject librarians of the University Library.
**Exception: Direct purchasing**

If you have already purchased a medium yourself at a reduced price (e.g. by author discount or purchase abroad at favourable conditions), please follow the procedure below:

Please fill in the form linked on our website (see also the appendix) together with the invoice you have already paid or a receipt for payment (receipt, credit card statement, etc.) and the book for processing at the library.

Should you have any further questions regarding the procurement of literature, please do not hesitate to contact your responsible or contact our Library Media Processing Manager, **Mr. Bernhard Vogt**.
University of Bayreuth, Universitätstr. 30, 95440 Bayreuth

Mrs. / Mr. Chair XXX
Name / Area Prof. Dr. XXX
University Library Building:

Bayreuth, 24.01.2020 Universität Bayreuth

95440 Bayreuth

Request for reimbursement of costs for the book "Title" by "Author" / "Publisher"

Dear Mrs. / Mr.

for the purchase of the above book I ask you for a refund of XXX Euro.

Reason for self-shopping:

My bank account is:

Account holder Prof. / Dr. XXX
Bank Sparkasse XXX
IBAN DEXXX
BIC BYLAXXX

With kind regards