

## **Ordering books**

Only professors and research associates can place orders. The informal order should be send via e-mail to [bibliothek@iri.uni-hannover.de](mailto:bibliothek@iri.uni-hannover.de). The mail will be automatically redirected to the responsible student assistant.

### Content of the order

The content of the order has to be at least:

- Title of the Book, if possible ISBN
- Name of the purchaser
- budget item (for invoice processing), e.g. Metzger, Forgó, Project
- favoured location (library or office)
- Amazon-link, or of any other online provider

After the receipt of the order there will be an inspection of the catalog for the desired title. (Already available, maybe in another edition?) If required, the student assistant informs the purchaser about older existing editions and asks, whether the desired book should be ordered nevertheless. If there is any information missing, it has to be obtained. The second student assistant of the library will be put in cc.

The order will only be processed, when the necessary information referred to under “content of the order” are obtained.

## **Inventory**

Upon receipt, the books will be immediately marked with the IRI-ownership-stamp. The books will be collected in the secretariat until they have been inventorised and given their shelfmark.

As soon as the books received their shelfmark, they will be placed temporarily in the library and a message is sent to the KATLIN-team. The KATLIN-team takes care of the cataloging.

After checking that all the previous steps have been fulfilled, the title will be positioned in the corresponding location and the ordering staff member receives a notification.