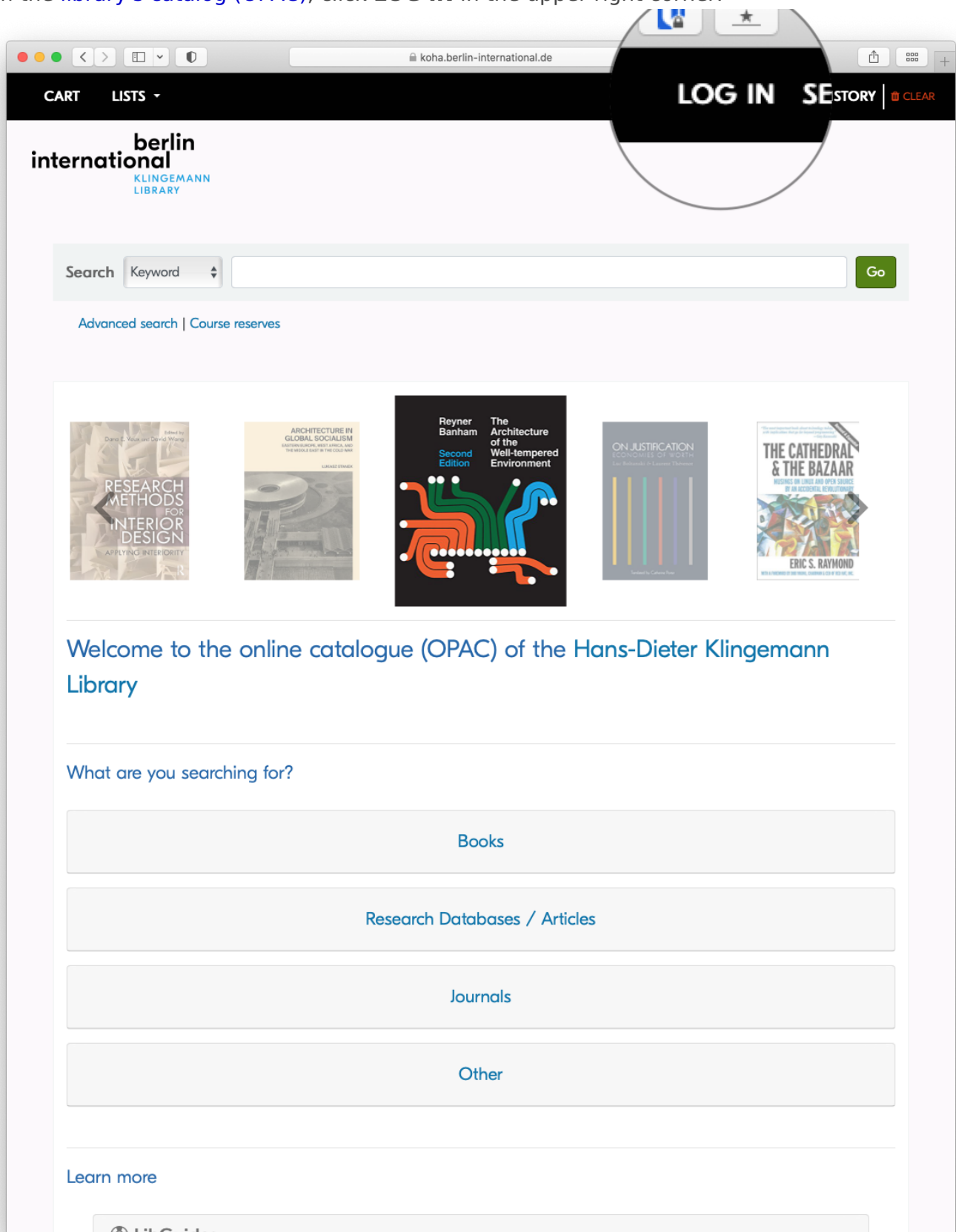


# How to submit a purchase request / suggestion to the library

Students and faculty members may make purchase requests by [clicking here](#) or using the steps below.

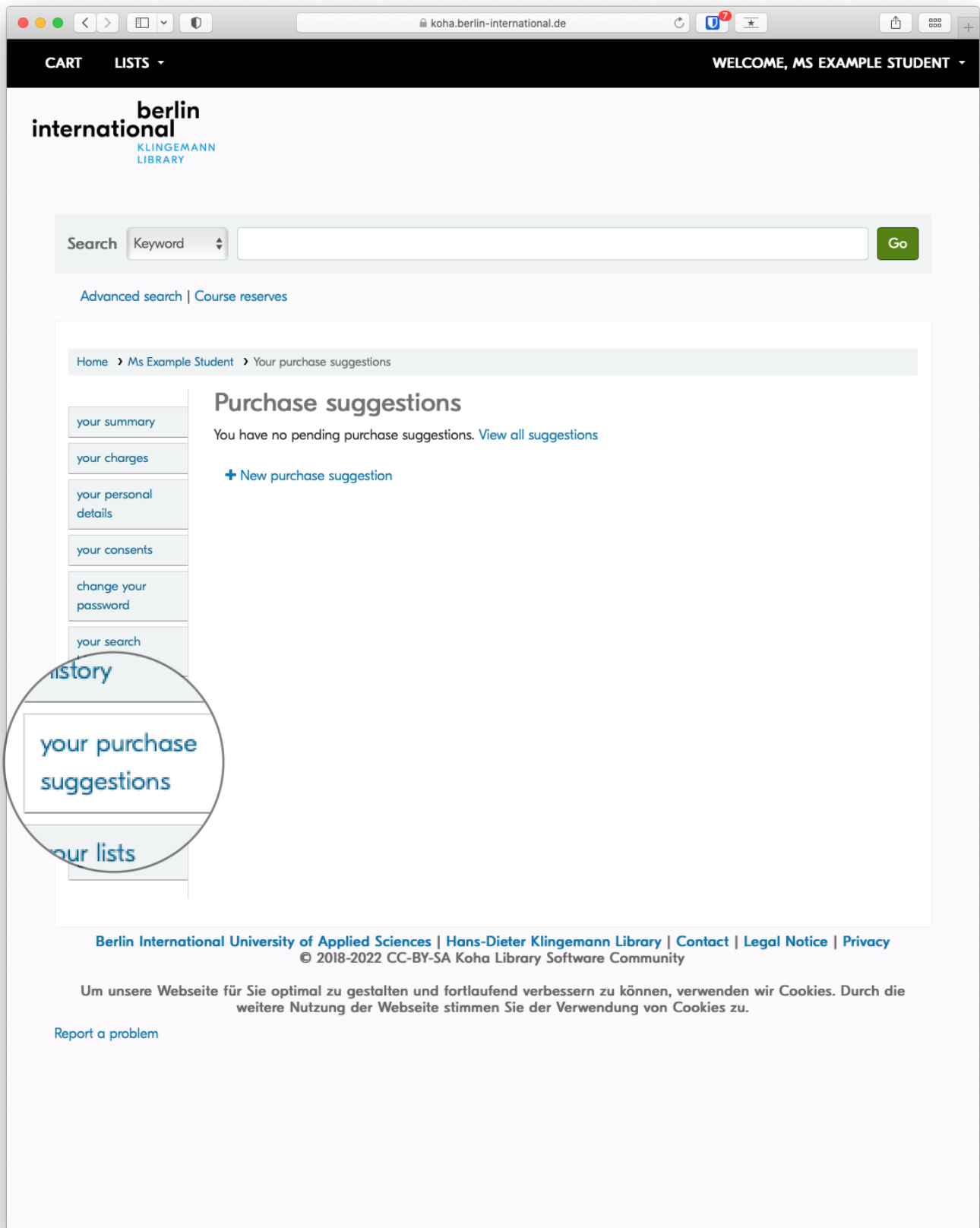
## Log into your library account

From the [library's catalog \(OPAC\)](#), click **LOG IN** in the upper right corner.



Once logged in, move to the next step. If you do not have a library account, [click here to learn how to create one](#).

Select **your purchase suggestions** tab  
on the left



Fill in information about the titles you would like to request

CART
LISTS
WELCOME, MS EXAMPLE STUDENT

berlin  
international  
KLINGEMANN  
LIBRARY

Search
Keyword
Go

[Advanced search](#) | [Course reserves](#)

Home > Ms Example Student > Your purchase suggestions

your summary
your charges
your personal details
your consents
change your password
your search history
your checkout history
your purchase suggestions
your lists
ask for a discharge

## Your purchase suggestions

### Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion.

Only certain fields (marked in red) are required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The "Notes" field can be used to provide any additional information.

Title:

Required

Author:

Required

Copyright date:

Required

Standard number (ISBN, ISSN or other):

Publisher:

Collection title:

Publication place:

Quantity:

Item type:

None

Required

Library:

Hans-Dieter Klingemann Library

Reason for suggestion:

-- Choose --

Required

Notes:

Submit your suggestion

Cancel

Orders usually take 1-2 weeks minimum, with older titles or ones from smaller publishers usually taking longer. You will be informed as soon as they arrive.

Revision #4

Created 26 September 2022 11:28:10 by Librarian

Updated 26 September 2022 11:44:13 by Librarian