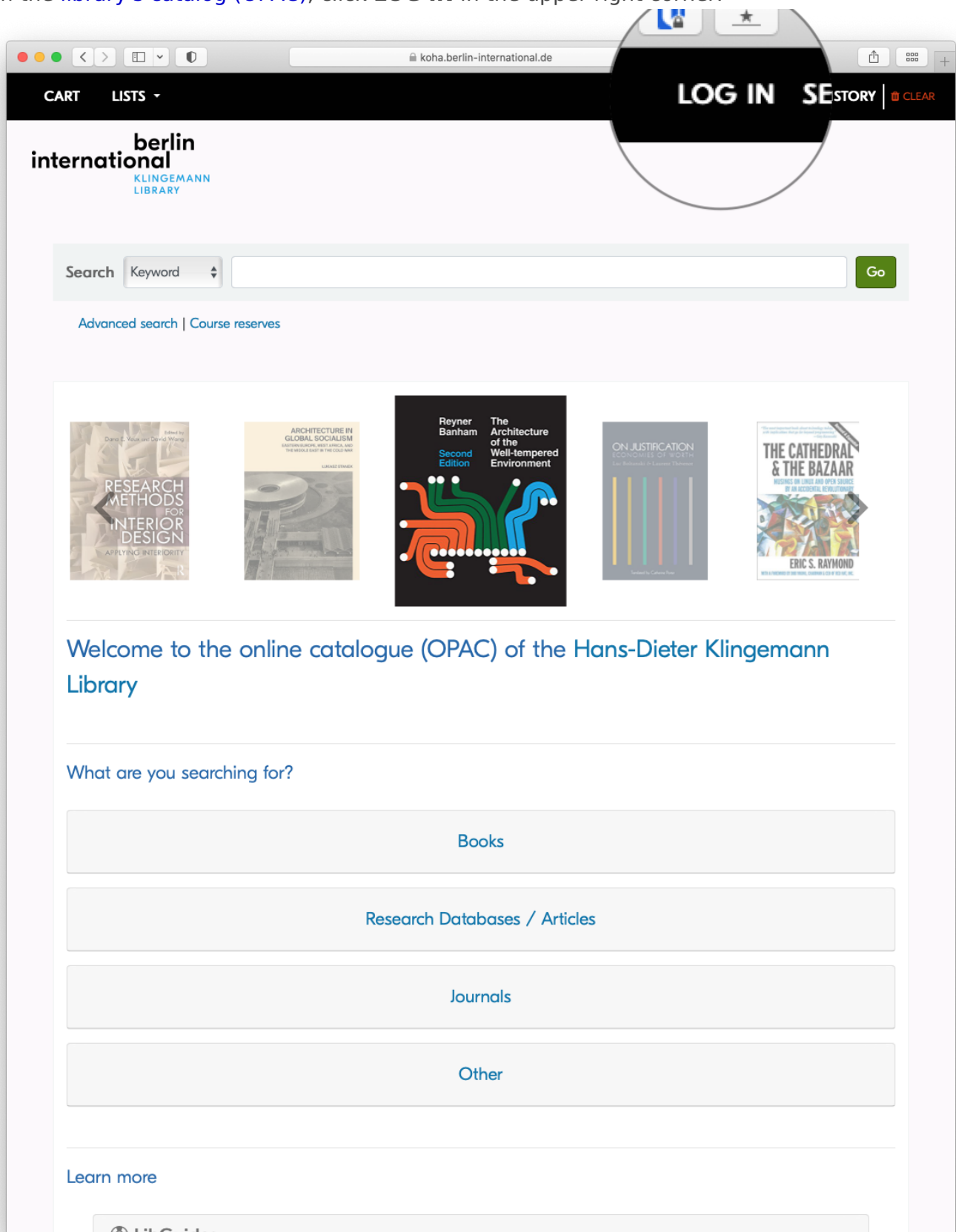# How to submit a purchase request / suggestion to the library

Students and faculty members may make purchase requests by clicking here or using the steps below.

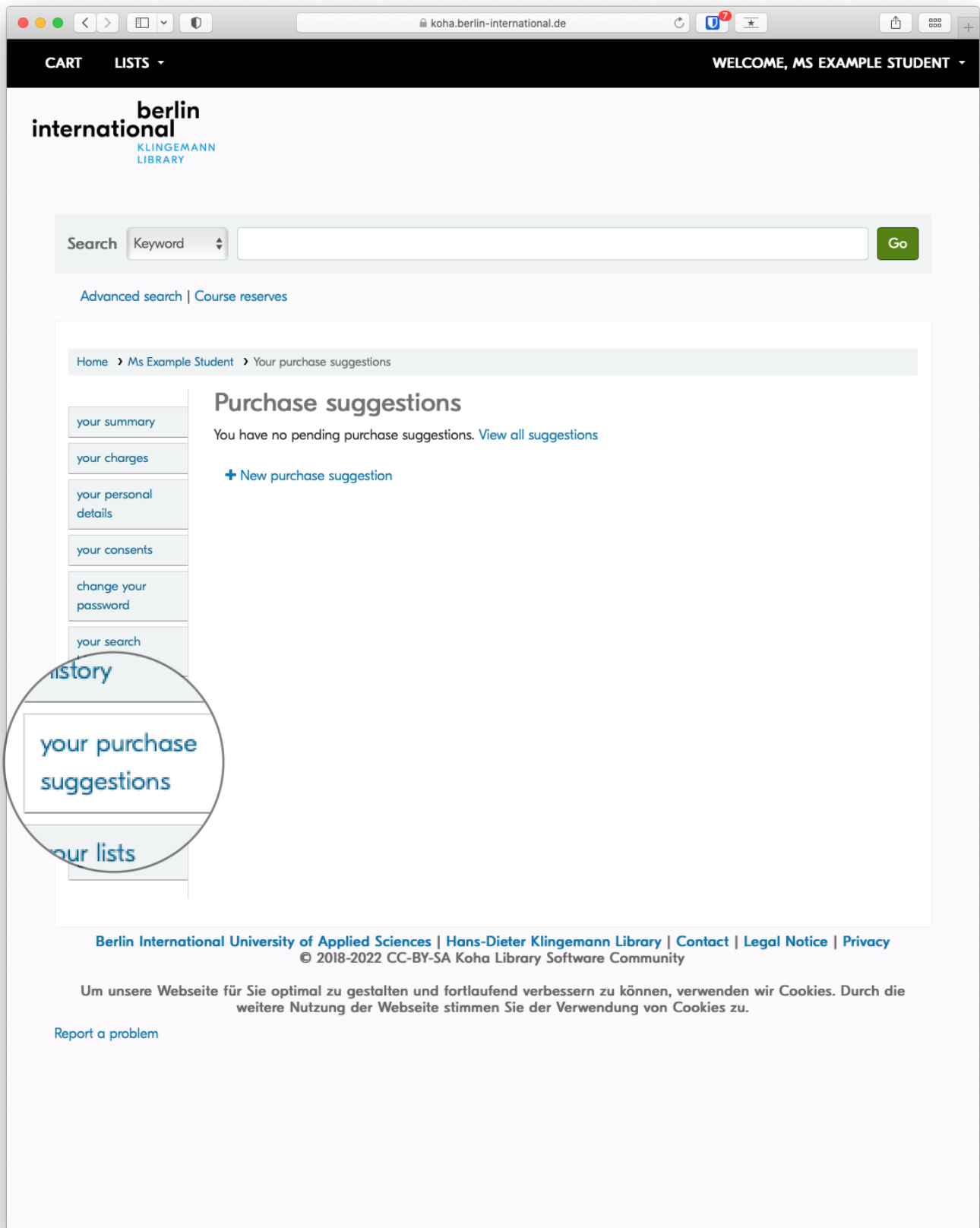## Log into your library account

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

berlin international
KLINGEMANN LIBRARY

Search [Keyword ▾] [   ] [Go]

Advanced search | Course reserves

Home › Ms Example Student › Your purchase suggestions

Purchase suggestions

You have no pending purchase suggestions. View all suggestions

+ New purchase suggestion

your summary

your charges

your personal details

your consents

change your password

your search history

your purchase suggestions

your lists

Report a problem

Fill in information about the titles you would like to request

berlin
international
KLINGEMANN
LIBRARY

Search | Keyword ▾ | [   ] | Go |

Advanced search | Course reserves

Your purchase suggestions
Enter a new purchase suggestion

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

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

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