

How to order media at the IAI OPAC

Ibero-Amerikanisches Institut
Preußischer Kulturbesitz

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Media orders (except magazines)

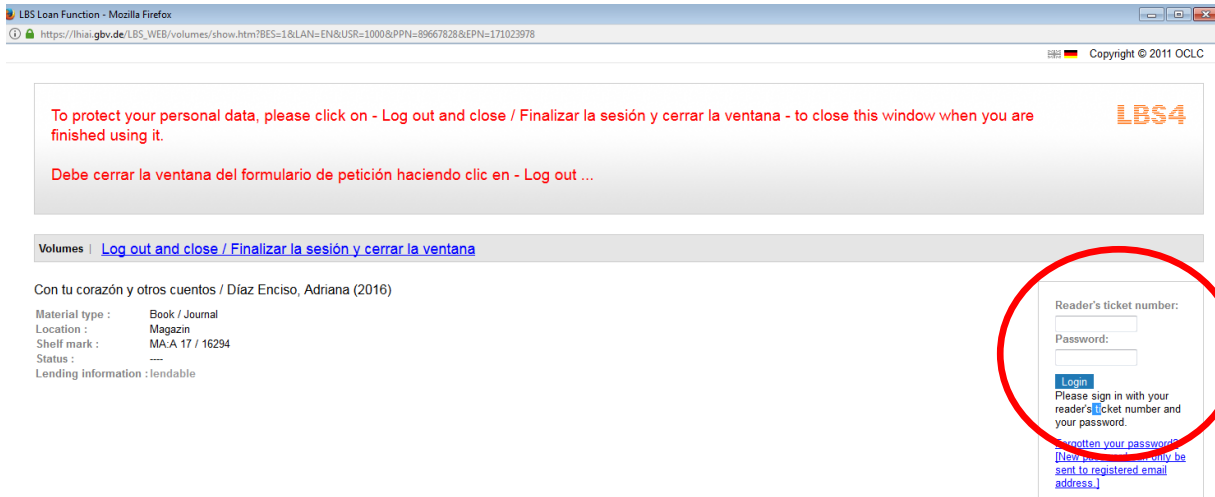
In general, the requested media contains a link to place the order in the OPAC “Request” (“Bestellen”).

After clicking on “Request” (“Bestellen”) a second window opens where you can sign in with your user ID number and your password. This window will remain open in the background until closed by clicking on “Log out and close” (“ABMELDEN UND SCHLIESSEN”). After 5 minutes of inactivity you will have to sign in again due to a timeout.

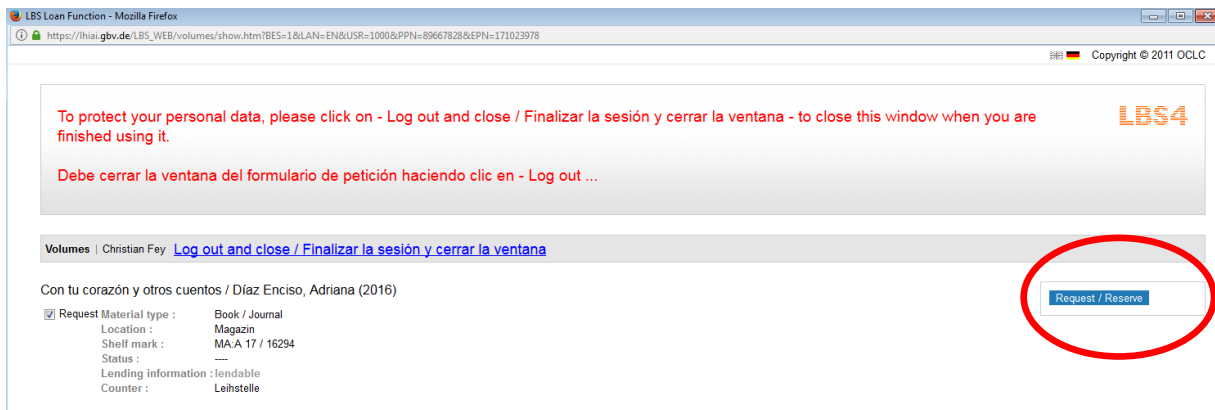
The screenshot shows a web browser window with the URL <https://lthiai.gbv.de/DB=1/SET=1/TTL=1/SHW?FRST=3>. The search results for the query "con tu corazon" are displayed. The book details are as follows:

Title:	Con tu corazón y otros cuentos / Adriana Díaz Enciso
Persons:	Díaz Enciso, Adriana, 1964- [VerfasserIn]
Edition:	Primera edición
Language/s:	Spanish
Publication statement:	Ciudad de México : Secretaría de Cultura, Dirección General de Publicaciones, 2016
Extent:	123 pages ; 20 cm
Series:	El guardagujas
Note:	Short stories Includes bibliographical references
ISBN:	978-607-745-479-3 6-07-745479-6
Further documents:	Library of Congress Classification: PQ7298.14.I257
Location:	Magazin
Shelf mark:	A 17 / 16294
Request info:	for loan available → Request

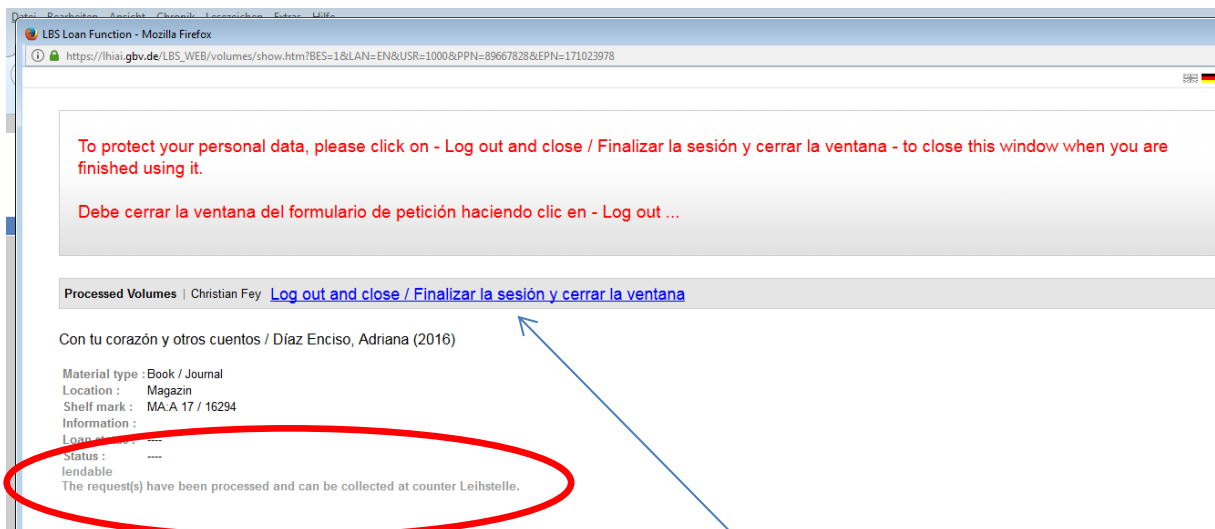
The "Request" link is circled in red. At the bottom of the page, it shows "3 of 273" records and a "Records" button.



You are now signed in. By clicking on the button "Request/Reserve" ("Bestellen/Vormerken"), also to the right, you can now order the material.



You will receive an order confirmation.



When the order is placed you can go back to the OPAC window and search/order other media.

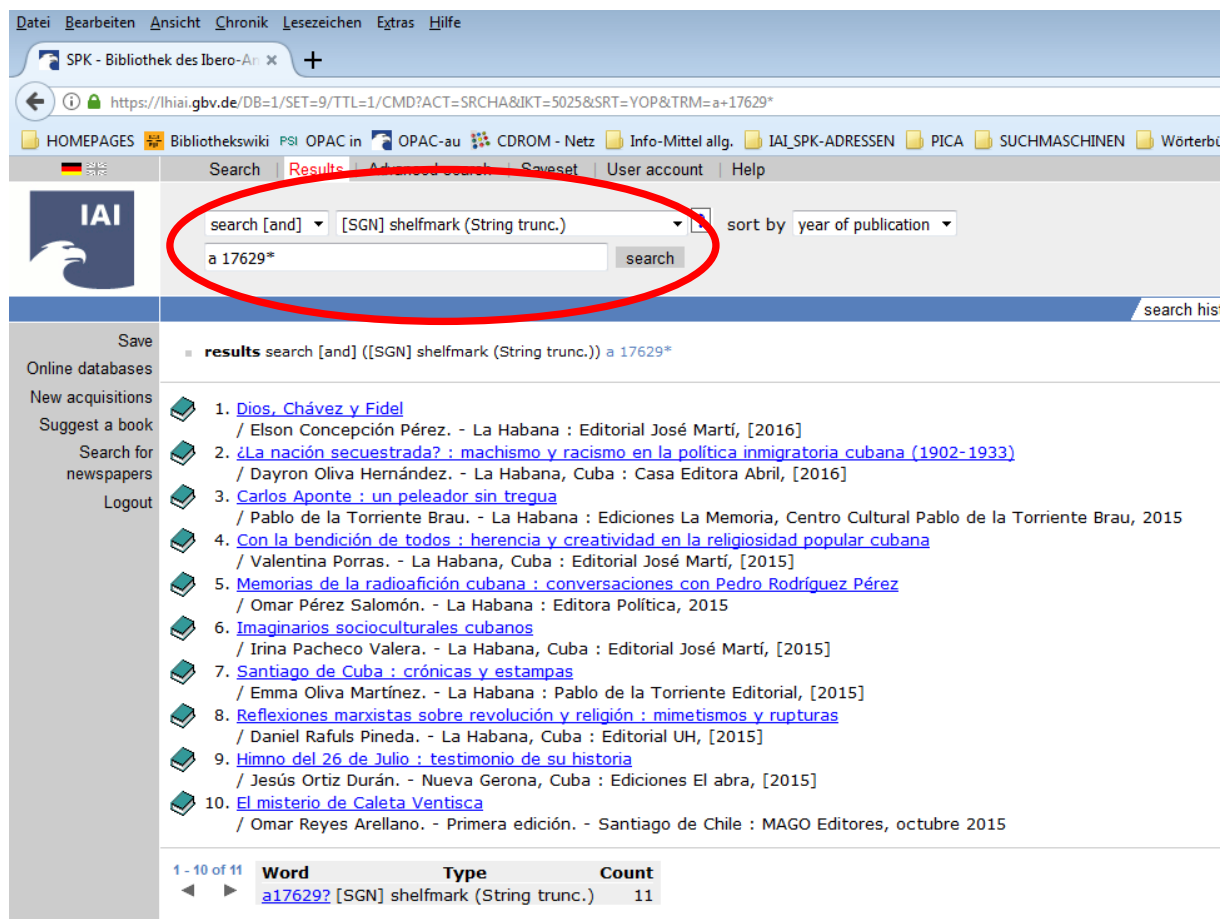
Once your orders are complete click on the link "Log out and close" ("ABMELDEN UND SCHLIESSEN") in order to protect your personal data (see comment in red).

How to search materials with a shelfmark (book number ; signature)

In case you find media in other IAI catalogues please note the book number and format and enter both into OPAC. To do so the search box in the upper center has to be set to “[SGN] Signatur [shelfmark]” (basic setting is “[ALL] Alle Wörter [all words]”). You can now enter the signature and proceed with the search.

If you use the shelfmark index [SGN] for your search, please replace slashes by blanks. Otherwise you will get wrong results or no results at all.


As a search result you will receive a list of one or more media titles which contain the requested signature:



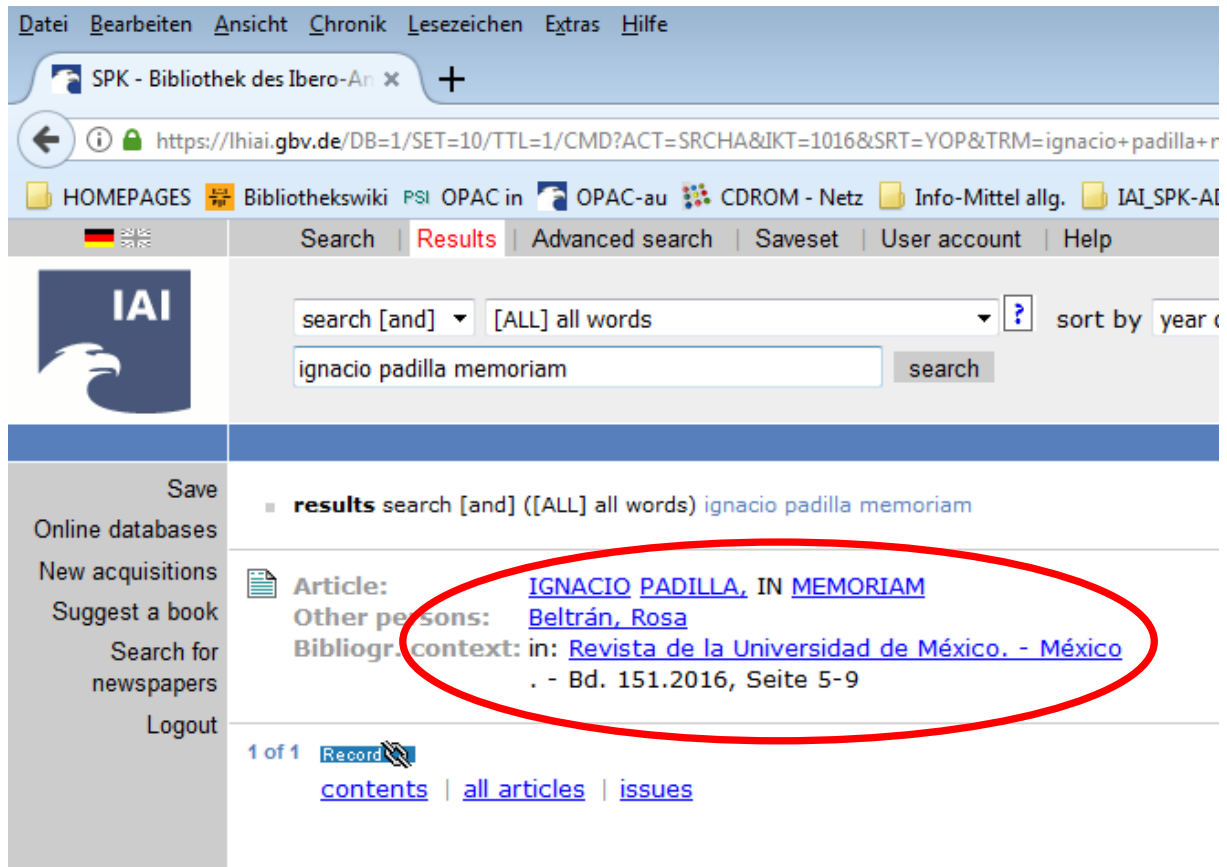
Click on the requested title and order as described above.

If you do not find the title requested please contact the Information desk.

How to order magazine articles / periodicals

Our catalogue contains a great number of magazine articles, for example from periodicals (marked by the symbol ). These do not contain a link “Request” (“Bestellen“). You will have to order the respective volume of the periodical that contains the article.



The magazine title can be found by searching the name of the author or the title of the article, preceded by “In”. Remember or note the magazine title, volume, publication year and, if necessary, the pagination.



The screenshot shows a web browser window with the URL <https://lhai.gbv.de/DB=1/SET=10/TTL=1/CMD?ACT=SRCHA&IKT=1016&SRT=YOP&TRM=ignacio+padilla+r>. The search results page displays the following information:

- Search results: **results** search [and] ([ALL] all words) ignacio padilla memoriam
- Article: [IGNACIO PADILLA, IN MEMORIAM](#)
- Other persons: [Beltrán, Rosa](#)
- Bibliogr. context: in: [Revista de la Universidad de México. - México](#). - Bd. 151.2016, Seite 5-9

At the bottom of the results, there are links for [1 of 1](#), [Record](#), [contents](#), [all articles](#), and [issues](#).

Please start a new search and set the search box in the upper center to “[ZTI] Titelanfang Serie, Zeitschrift” or in the English version of the OPAC “[PDS] Periodical (string)”. Enter the complete magazine title. General titles, such as “Revista”, may lead to longer lists of possible magazine titles. Choose the periodical you want (the symbol  marks a printed magazine, the symbol  marks magazines that are available online).

The screenshot shows a web browser window with the URL <https://lhi.ia.igbv.de/DB=1/SET=11/TTL=1/CMD?ACT=SRCHA&IKT=8543&SRT=YOP&TRM=revista+de+la+Universidad+de+mexico>. The search results are displayed as follows:

results search [and] ([PDS] periodical (string)) revista de la Universidad de Mexico

- [Revista de la Universidad de México](#) / Universidad Nacional Autónoma de México. - México, 2004-
- [Revista de la Universidad de México / Hojas de crítica](#) / Universidad Nacional Autónoma de México. - México, 1967-1969
- [Revista de la Universidad de México](#) / Universidad Nacional Autónoma de México. - México, 1960-

Word	Type	Count
revista de la universidad de Mexico	[PDS] periodical (string)	3

Once you have found the requested magazine click on “Request” (“Bestellen”) ...

The screenshot shows the detailed record for the magazine. The search criteria are the same as in the previous screenshot. The record details are as follows:

Periodical: [Revista de la Universidad de México](#)
Corporate body: [Universidad Nacional Autónoma de México \[VerfasserIn\]](#)
Language/s: Spanish
Publication statement: México, 1960-
Numbering: 14.1960 - 35.1980; N.S. 36.1981 - 39/40.1984 = Nr. 1-44; Nr. 45.1985; Nueva Epoca=[3.Ser.] Nr. 1.2004-núm. 162 (agosto 2004) - 2003/04: Universidad Nacional Autónoma de México. [Universidad de México](#), 1930-2004
 Zählung der ursprünglichen Nummernzählung wird mit núm. 828 (septiembre 2017) fortgesetzt
Note: Online-Ausg: Universidad Nacional Autónoma de México. [Revista de la Universidad de México](#), 2004-. - Online-Ressource
Bibliogr. context: 0185-1330
ISSN: 0185-1330
ZDB-ID: 732747-x
Further documents: Dewey Decimal Classification: [056/.1\\$219](#)
[see Contents in the Union Catalogue GVK PLUS](#)

Location: Magazin Friedrichshagen - Bereitstellung i.d.R. am folgenden Werktag
Shelf mark: **Mex bi 2045 [4]**
Available: 15.1960/61,9 - 28.1973,3 u.7; 29.1974,3
Gaps of holdings: [N=16,6 u. 27,7-8]
Subject heading: [UNAM](#)
[Hochschulen](#)
[Mexiko](#)
[Zeitschriften](#)

Request info: not for loan
 Various volumes. Consult lending function [Volume list](#)

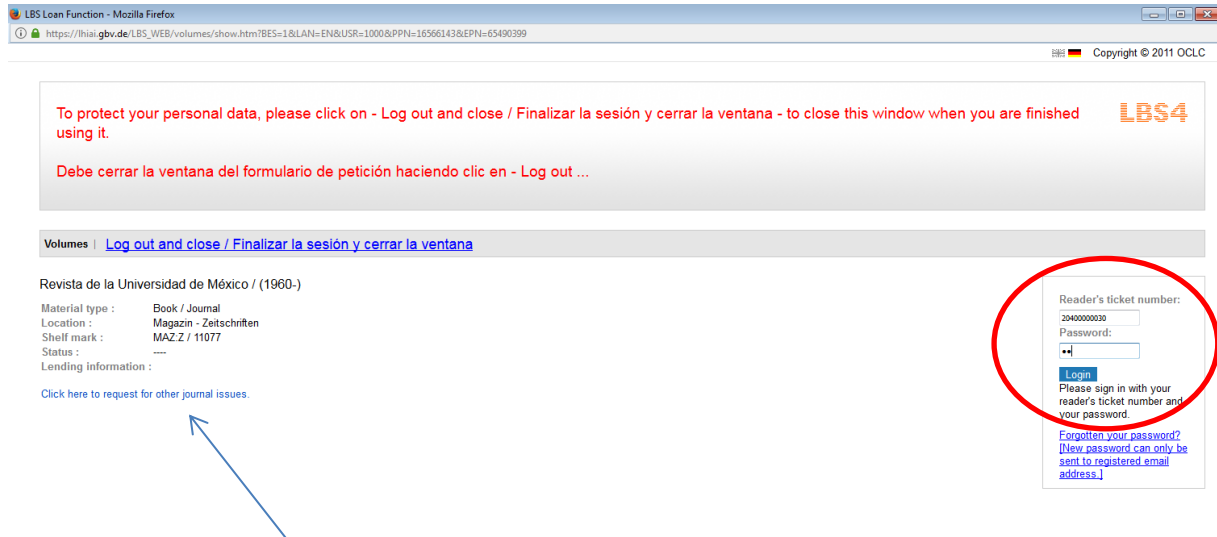
Location: Magazin
Shelf mark: **Z / 3223**
Available: 32.1977/78,1-2 u.5-11; 33.1978/79,7 - 35.1980/81,2/3; 38.1981/82,12
Request info: not for loan [Request](#)

Location: Magazin
Shelf mark: **Z / 11077**
Available: Nueva Epoca Nr. 1.2004 - 162.2017(Aug.)
Gaps of holdings: [N=Nr. 16]
Note: Siehe auch Online-Ausgabe
Request info: not for loan [Request](#)

... and login as described above.

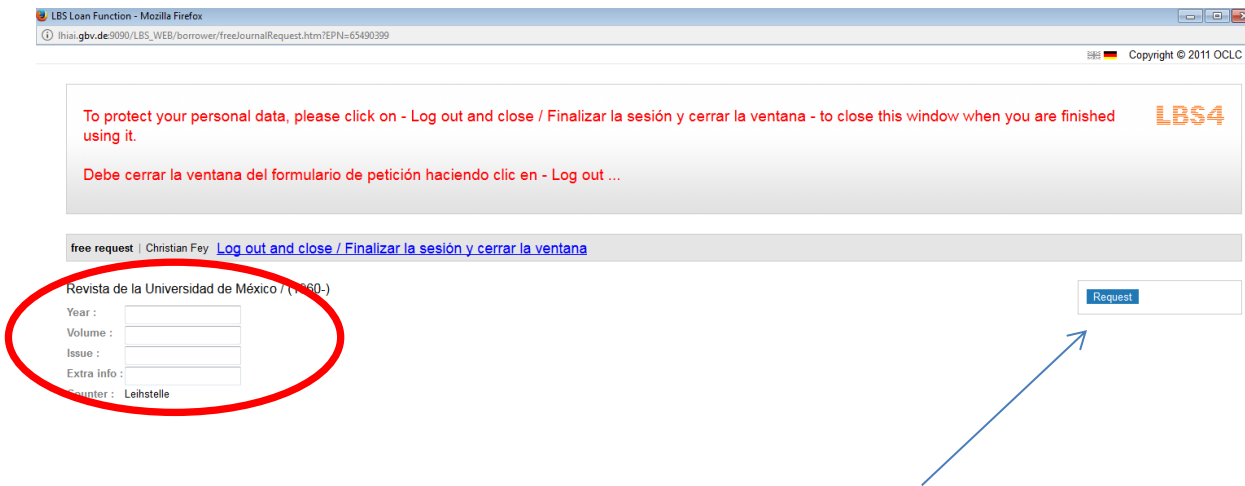
Some magazines contain a list of volumes (“Bandliste”) but the requested volume can only be ordered by clicking on it.

When you see the following message on the screen, sign in with your user ID number and your password:



Click on the link “Click here to request for other journal issues” (“Klicken Sie bitte hier, um einen neuen Zeitschriftenband zu bestellen”).

You may then fill in a form where you can enter year, volume, number and additional information, such as page numbers.



The volume can be ordered as described above by clicking on this button.

If you have any questions, please contact the information desk.