

How to order media at the IAI OPAC

Ibero-Amerikanisches Institut
Preußischer Kulturbesitz

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Media orders (except magazines)

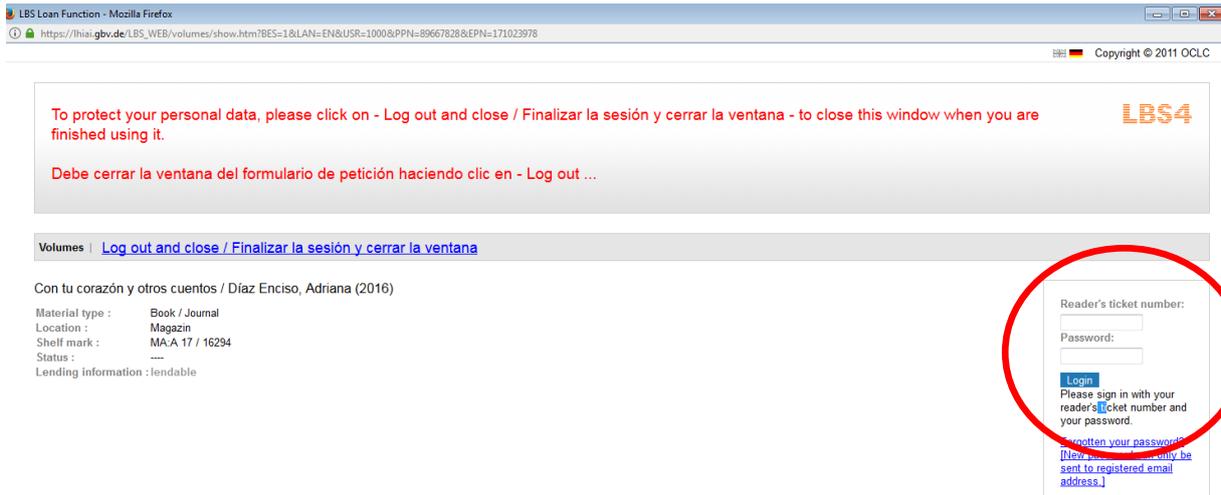
In general, the requested media contains a link to place the order in the OPAC “Request” (“Bestellen”).

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 |

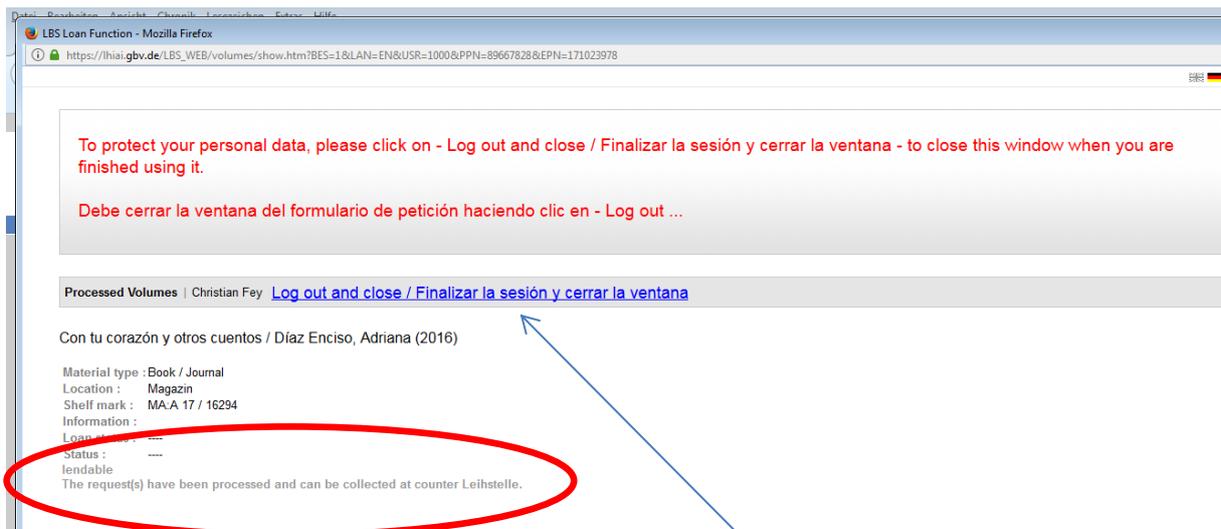
The "Request" link is circled in red. At the bottom of the page, it shows "3 of 273" records and a "Records" button.



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.

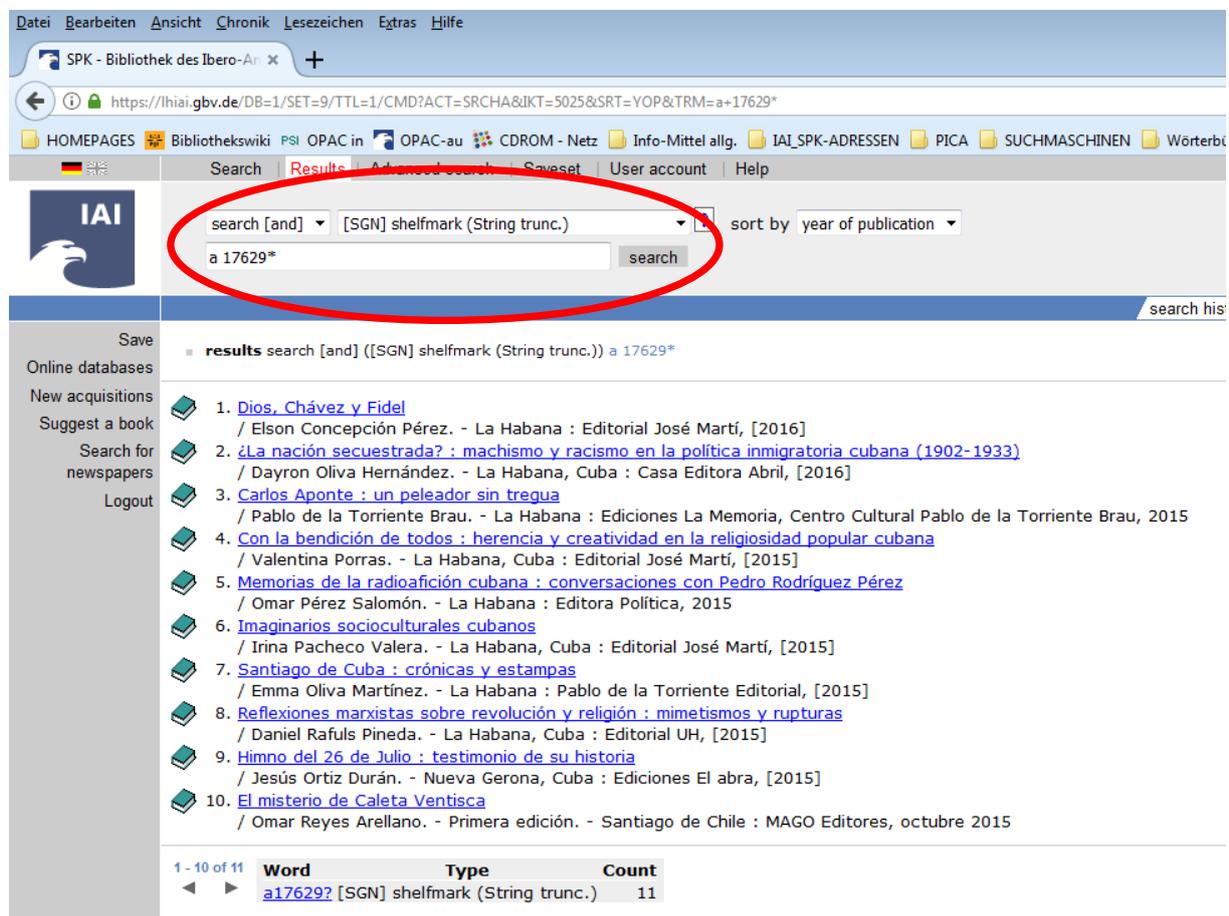
Once your orders are complete click on the link “Log out and close” (“ABMELDEN UND SCHLIESSEN”) in order to protect your personal data (see comment in red).

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:



The screenshot shows a web browser window with the URL https://lhi.ia.igbv.de/DB=1/SET=9/TTL=1/CMD?ACT=SRCHA&IKT=5025&SRT=YOP&TRM=a+17629*. The search interface includes a search box with the text "a 17629*" and a dropdown menu set to "[SGN] shelfmark (String trunc.)". The search results are displayed as follows:

| Word | Type | Count |
|---------|---------------------------------|-------|
| a17629? | [SGN] shelfmark (String trunc.) | 11 |

The search results list 10 titles:

- [Dios, Chávez y Fidel](#)
/ Elson Concepción Pérez. - La Habana : Editorial José Martí, [2016]
- [¿La nación secuestrada? : machismo y racismo en la política inmigratoria cubana \(1902-1933\)](#)
/ Dayron Oliva Hernández. - La Habana, Cuba : Casa Editora Abril, [2016]
- [Carlos Aponte : un peleador sin tregua](#)
/ Pablo de la Torriente Brau. - La Habana : Ediciones La Memoria, Centro Cultural Pablo de la Torriente Brau, 2015
- [Con la bendición de todos : herencia y creatividad en la religiosidad popular cubana](#)
/ Valentina Porras. - La Habana, Cuba : Editorial José Martí, [2015]
- [Memorias de la radioafición cubana : conversaciones con Pedro Rodríguez Pérez](#)
/ Omar Pérez Salomón. - La Habana : Editora Política, 2015
- [Imaginos socioculturales cubanos](#)
/ Irina Pacheco Valera. - La Habana, Cuba : Editorial José Martí, [2015]
- [Santiago de Cuba : crónicas y estampas](#)
/ Emma Oliva Martínez. - La Habana : Pablo de la Torriente Editorial, [2015]
- [Reflexiones marxistas sobre revolución y religión : mimetismos y rupturas](#)
/ Daniel Rafuls Pineda. - La Habana, Cuba : Editorial UH, [2015]
- [Himno del 26 de Julio : testimonio de su historia](#)
/ Jesús Ortiz Durán. - Nueva Gerona, Cuba : Ediciones El abra, [2015]
- [El misterio de Caleta Ventisca](#)
/ Omar Reyes Arellano. - Primera edición. - Santiago de Chile : MAGO Editores, octubre 2015

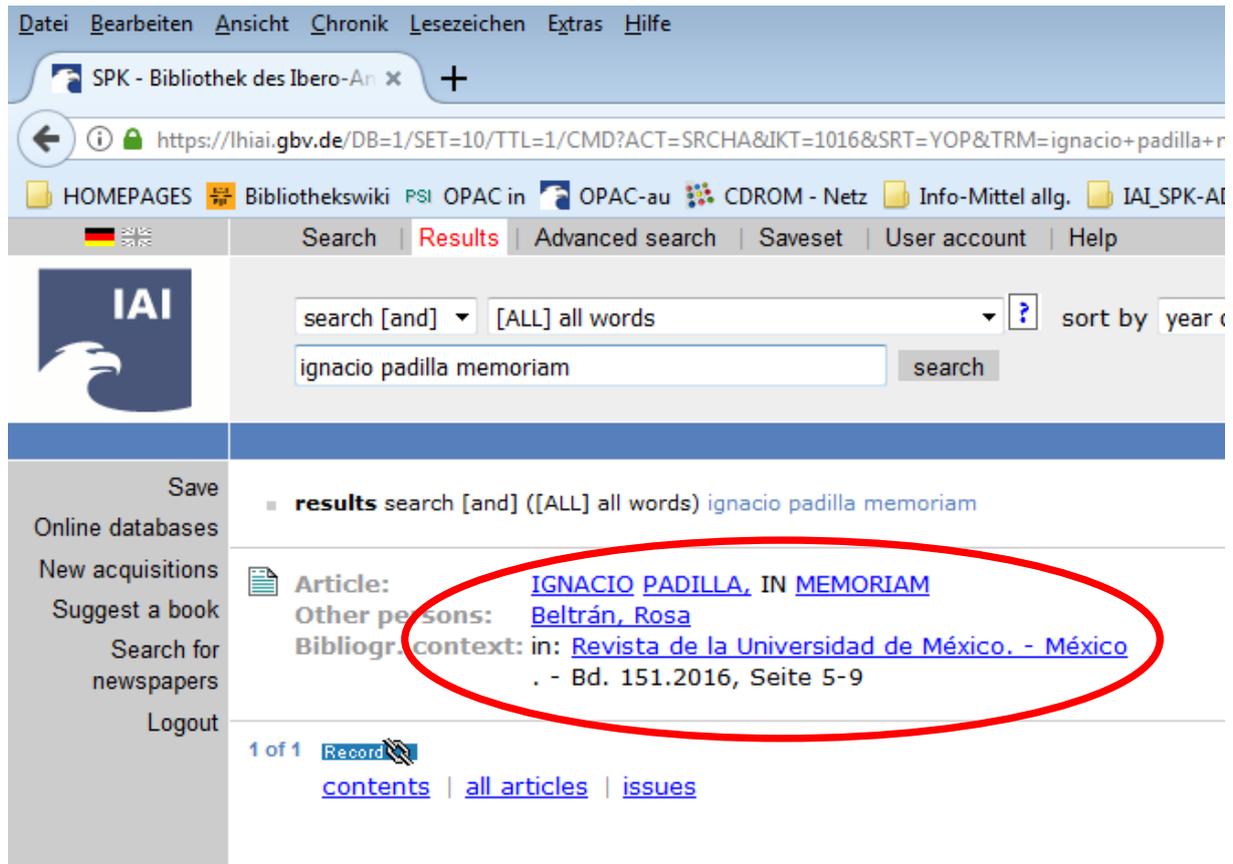
Click on the requested title and order as described above.

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

The article title and its context are circled in red in the original image. The page also includes a sidebar with navigation options like 'Save Online databases', 'New acquisitions', and 'Search for newspapers', and a footer with '1 of 1 Record' and links for '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 the IAI search interface. The search bar contains the text "revista de la Universidad de Mexico". The filter dropdown is set to "[PDS] periodical (string)". The sort order is "year of publication". The search results list three items:

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

Below the list is a table with the following data:

| 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 view of the search results for "Revista de la Universidad de México". The interface includes a sidebar with navigation options and a main content area with detailed metadata.

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
Note: Zählung der ursprünglichen Nummernzählung wird mit núm. 828 (septiembre 2017) fortgesetzt
Bibliogr. context: Online-Ausg: Universidad Nacional Autónoma de México. [Revista de la Universidad de México](#), 2004-. - Online-Ressource
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](#)

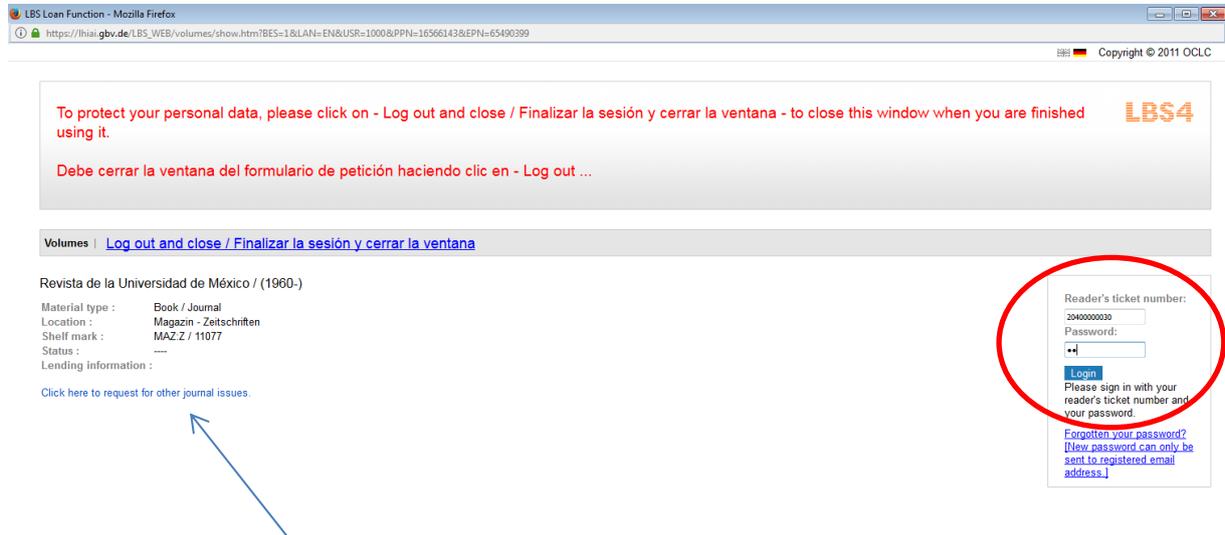
Location: Magazin
Shelf mark: **Z / 3223**
Available: 32.1977/78,1-2 u.5-11; 33.1978/79,7 - 35.1980/81,2/3; 38.1981/82,12
Request info: not for loan [Request](#)

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.

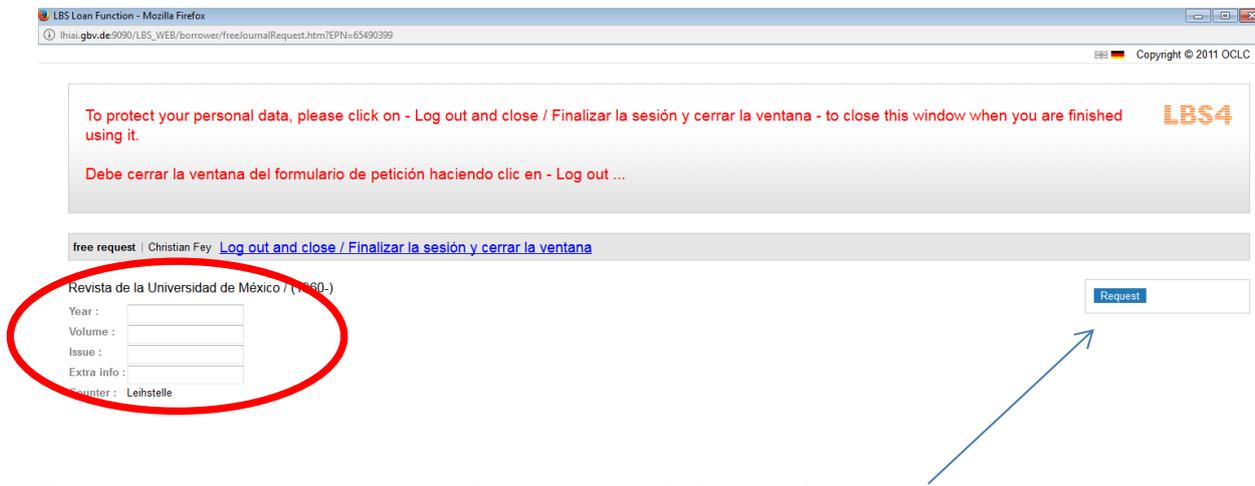
Some magazines contain a list of volumes (“Bandliste”) but the requested volume can only be ordered by clicking on it.

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.