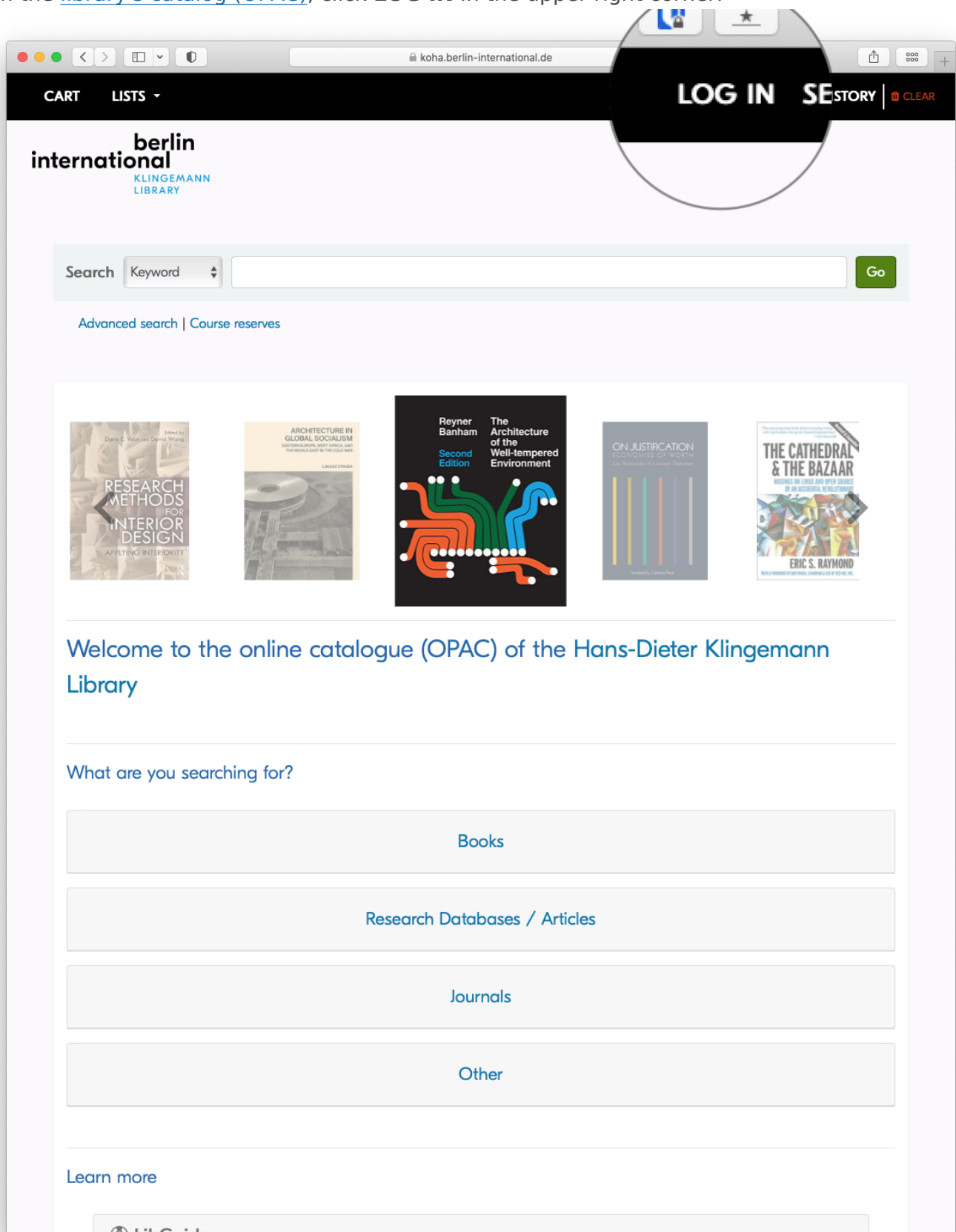


How to submit a purchase request / suggestion to the library

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

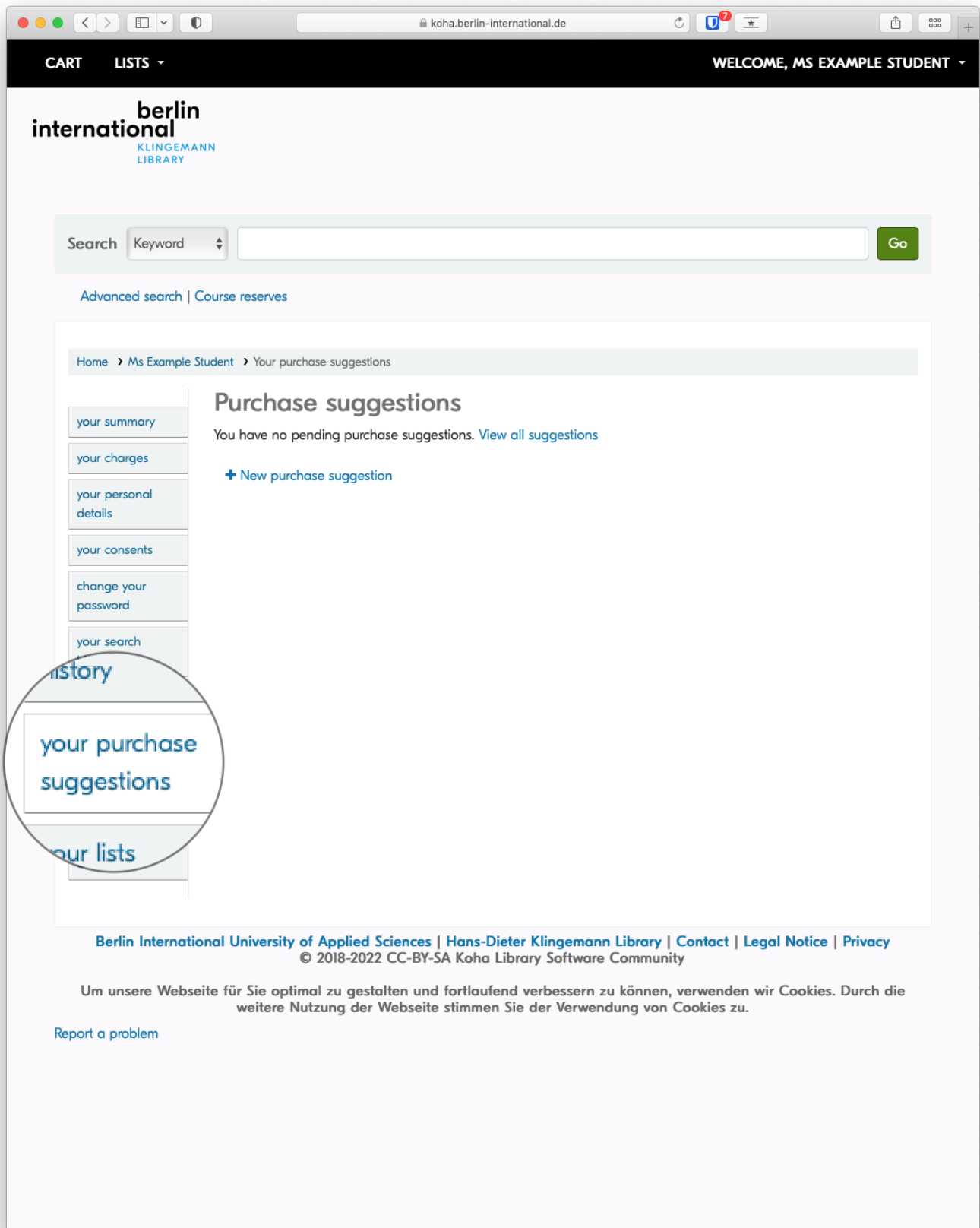
Log into your library account

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 #5

Created 2022-09-26 11:28:10 UTC by Librarian

Updated 2026-08-13 11:48:42 UTC by Librarian