**INFORMATION FOR IAM MEMBERS CONCERNING ORDERS FOR BOOKS**

**SITUATION AND CIRCUMSTANCES**

- The holdings of the IAM Library were registered in the NEBIS Catalog [www.nebis.ch](http://www.nebis.ch) and classified according to the classification system of the Library of Exact Sciences.

- The section of computer sciences (N) was added to the classification system of the Exact Sciences Library. This new classification system will be used from this moment onwards.

- Books of the computer sciences section which were published after the year 2000 are stored in the front area of the compact shelving system mathematics/statistics/computer sciences on the first floor of the library. Older books are stored in the archive. They can be ordered for loan in the library office or via the NEBIS catalog. For permanent loans please contact the library team or send an e-mail to bewi@ub.unibe.ch.

**ORDERS FOR BOOKS AND JOURNALS: PROCEDURE**

- From January 2015 onwards, all books, e-books, journals and further media of the IAM will be ordered via the Library of Exact Sciences.

- Orders can be made via e-mail or using the Library of Exact Sciences order form only by the following IAM-members:

  LTG: Ioannis Kokkinis  
  CDS: Daniela Schroth  
  CVS: Dragana Esser  
  CGG: Dragana Esser  
  SCG: Nevena Milojković

The IAM-members are asked to forward their order requests to them.

Orders as well as questions concerning orders should be addressed to the head of the library: Annette Krebs, [annette.krebs@ub.unibe.ch](mailto:annette.krebs@ub.unibe.ch), 031 631 86 38
Ordering information: Please indicate the following information when ordering a book:
- Number of copies
- Research group (credit position)
- Name of person or research group who orders the book
- Indication of whether you wish the book to be a permanent loan, a regular loan, part of a semester reserve collection or if it should be integrated directly into the regular library holdings.
- If possible note the preferred classification by using the classification system of the Library of Exact Sciences

Incoming books: Upon arrival the book is examined, catalogued and classified in the Library of Exact Sciences.

Permanent loans and regular loans: If you order books as permanent loans or regular loans, they will be handed either to Ms. Esser’s office (office no. 211) or Ms. Schroth’s office (office no. 207) on the 2nd floor at Neubrückstrasse 10. From there, the books will be forwarded to the ordering persons.

Books for semester reserve collections: If you order books for semester reserve collections, they will be put into the corresponding semester reserve collections. In addition, you will be informed via e-mail.

Books which are integrated directly into the regular library holdings: If you order books which should be integrated directly into the library’s regular holdings, you will get an e-mail upon their arrival. Should you wish to have a look at them or nevertheless loan them, you can find them on the partition wall for new arrivals in the Library of Exact Sciences.

E-Books: If you order an e-book, you and the person responsible for the order will be informed via e-mail about the access details upon arrival.

Journal subscriptions: New orders for journals have to be discussed with Mr. Thomas Strahm first. Afterwards, they will be ordered by Mr. Strahm via the Head of the Library of Exact Sciences. The same procedure applies for desubscriptions of journals.

Books ordered at user’s own expenses: Books which were bought at congresses or with author’s discount can be handed in at the library. In order to refund the costs, the library needs a bill which is addressed to the Library of Exact Sciences, Sidlerstrasse 5, 3012 Bern. In addition, the bank details need to be indicated.