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## 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](mailto: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:
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  - Research group (credit position)
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  - 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 2<sup>nd</sup> floor at Neubrückestrasse 10. From there, the books will be forwarded to the ordering persons.
  
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