

Ordering rare and magazine holdings

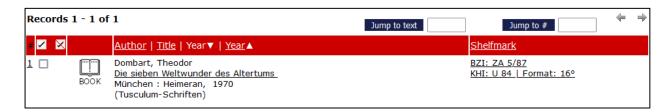
Media that have the status "please order" next to the BZI shelfmark in the full display can be ordered by calling up the copy page (link "All items").

From the **short display**, you can also get to the **copy page**, but a little faster, by clicking directly on the BZI signature.

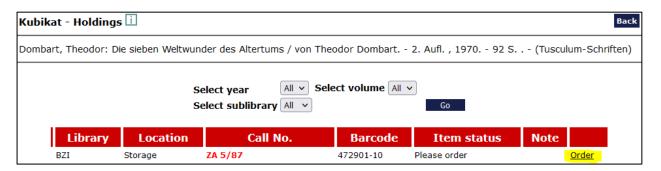
Full record:



Short display:



Copy page:



In order to order magazine holdings, it is necessary to log in with the seven-digit user ID, which can be found on the ZI library card, and a password (default: date of birth = DDMMYYYY):

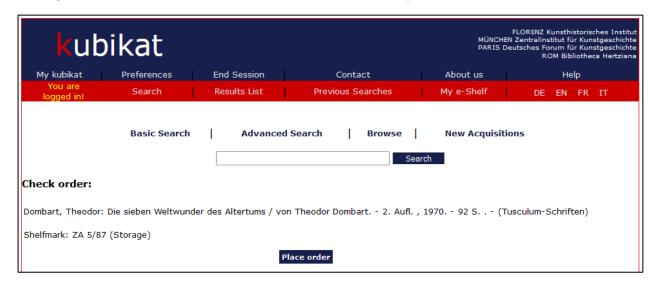
kut	oikat		FLORENZ Kunsthistorisches Institut MÜNCHEN Zentralinstitut für Kunstgeschichte PARIS Deutsches Forum für Kunstgeschichte ROM Bibliotheca Hertziana								
My kubikat	Preferences	End Session	Contact	About us	Help						
	Search	Results List	Previous Searches	My e-Shelf	DE EN FR IT						
Basic Search Advanced Search Browse New Acquisitions Search In order to place the request, you first have to identify yourself.											
User ID:											
Password:											
Choose a Library	y: Zentralinstit	ut für Kunstgeschichte, I	München 🗸								

After successful login, the following screen will appear, where clicking the "Start order"-button will start the order:

FLORENZ Kunsthistorisches Institut MÜNCHEN Zentralinstitut für Kunstgeschicht PARIS Deutsches Forum für Kunstgeschicht ROM Bibliotheca Hertzian											
My kubikat	Preferences	End Session	Contact	About us	Help						
You are logged in!	Search	Results List	Previous Searches	My e-Shelf	DE EN FR IT						
Basic Search Advanced Search Browse New Acquisitions Search Order - Test2, Test											
Item is in the closed stacks.											
Item status: Please order (OR) Call number: ZA 5/87,											
			Start order Clear								



Clicking on the "Place Order"-button sends the order to the library:



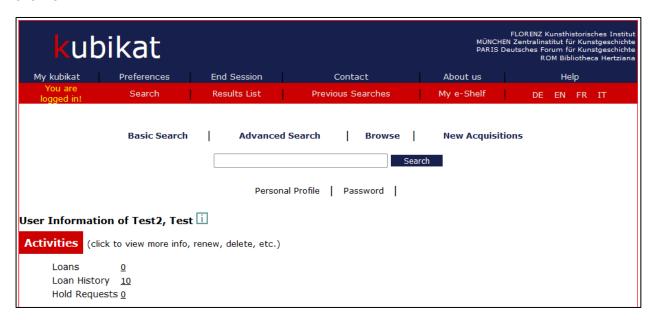
If the ordered item is ready, you will receive a notification by e-mail and it can be picked up at the library entrance for the next seven working days:

- if ordered before 2 p.m., on the same day from 3 p.m. at the earliest
- if ordered after 2 p.m., on the next working day after 9 a.m.

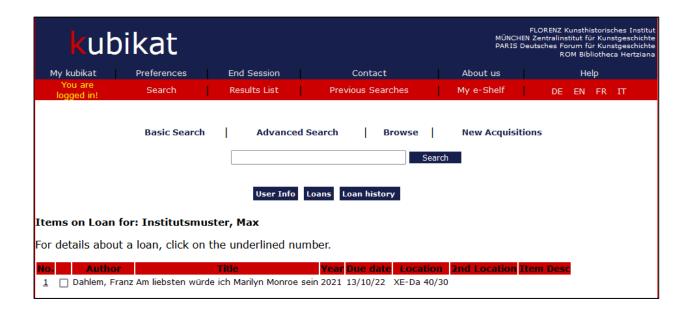
If the medium is not picked up within seven days, it will be returned to the stacks.

User account and renewal

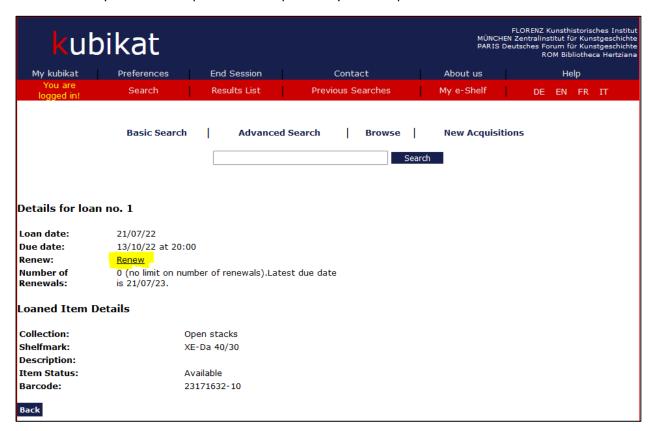
The user account can be accessed in the OPAC via "My kubikat". After logging in, you will receive a loan overview:



By clicking on the respective numbers, one gets a list of loans, former loans or orders.



By clicking on the number in front of the title, you will get a full display of the borrowed title, which can be used to renew the borrowed item for a maximum of two months. The renewal can be made at the earliest one day before the expiration of the previously set loan period:



Log out

The kubikat account can be closed by clicking "End session" or closing the browser.

