



Loan and request options for Federal Administration employees

Loan and request options

Under 'Loan and request' on the title display, you can select either the 'Loan' for on-site collection or 'Digitization' for a digital document.

For free shipping by post, select the shipping address in the 'Pickup location' field. If neither home nor business address is displayed, please contact us by email:

The screenshot shows a web interface for making a request. At the top, there are two tabs: 'Loan' (selected) and 'Digitization' with a 'CHF' label. Below the tabs is a 'Back to Items' button. The main form area is titled 'Request' and contains the following fields:

- Material Type:** Book
- Pickup Location:** A dropdown menu with 'Work Address' selected and a red asterisk indicating it is required.
- Terms of Use:** A dropdown menu.
- Comment:** A text input field.

At the bottom of the form, there are two buttons: 'Reset Form' and 'Send request'.



Below the form, there is a link: 'Pick up on site at other libraries >'.

Further request options



Under 'Further request options' you can order items from other libraries in the swisscovery network. The fee for this service is charged directly to the user account.

Further request options [Details on fees >](#)

 CHF	Offers display after sign-in and selection of delivery option	OR	 CHF
Local Courier: free	Delivery to: <input type="text" value="Select location"/> Request		Digitization Delivered in 24 Hours by email Cost 5 CHF Request

Tip: If you are an employee of the Federal Administration and would like to borrow a document from another library free of charge via swisscovery, the BiG's interlibrary loan team will be happy to carry out the order for you. Send your request by email to fernleihe@gs-vbs.admin.ch. The documents you require will then be ordered and delivered to you free of charge.