

Sender (stamp of the institution)

An die Zentralbibliothek  
- Dezernat Fernleihe und  
Direktlieferdienste -  
z. Hd. Herrn Heiko Kritsch  
Leibnizstr. 9  
24118 Kiel

Date:

**Participation in the collective invoice procedure at Kiel University Library**

It is hereby certified that our staff member	
Ms. / Mr.	User number of Kiel University Library
is authorized to settle accounts for inter-library loan requests on behalf of and for the account of	
<input type="checkbox"/> the Institute	Name of the institution:
<input type="checkbox"/> the Department	
<input type="checkbox"/> the Medical Center	
This applies to inter-library loan requests via the German inter-library lending system that are subject to a charge.	
The above-mentioned university institution accepts to pay the costs.	

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Name and signature of Managing Director

**Please note:**

The collective invoice procedure is a service provided by Kiel University Library for institutions of Kiel University and for the UK S-H/Campus Kiel. Online orders are legally binding. Invoicing will take place every half year as a collective invoice to the University institution and is to be settled by bank transfer. Other payment methods or personal individual invoices are not possible.

The entitlement of the member of staff to participate in the collective invoice procedure lapses after written notification by the institution to Kiel University Library.

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