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# FIZ Karlsruhe complements AutoDoc with an Academic Program

Together with our partner Reprints Desk we now offer our customers an Academic Program. This program allows you to order articles from almost 30,000 journals at reduced prices via AutoDoc.

## How can I use the Academic Program?

If you are a member of an academic institution, just contact our AutoDoc Team. Once you have signed the contract for the Academic Program we will set up an account for you. With this account for the Academic Program you can then access only those documents that are offered at reduced prices. If you are already an AutoDoc customer, we will set up a second account for the Academic Program for you. With these two different accounts you can access both the documents offered at reduced prices and the full scope of our offer.

## What does the Academic Program offer?

We can offer you almost 30,000 ISSNs in total. These comprise journal articles from about 60 publishers including large scientific publishing houses such as Elsevier, Wiley, Springer, etc. All documents are ordered with our partner Reprints Desk who will deliver them directly by e-mail. Usually, a document can be delivered within just a few minutes or hours. Not only the publishers, but also FIZ Karlsruhe and Reprints Desk have decided to support academic institutions also by charging reduced supplier and service fees.

## How can I place an order?

If you log in with your data for the Academic Program, you will be displayed the usual AutoDoc ordering mask. However, you will only have access to the Academic Program. Delivery format PDF and standard delivery speed are available.

AutoDoc order form for the Academic Program

## AutoDoc order form for the Academic Program

You can order the desired article by entering a DOI or the bibliographical information. Before sending the order, you will be informed about the availability of the article, the supplier, delivery format, delivery speed and price.

Order details displayed in the AutoDoc mask

Once this selection has been confirmed, the order is forwarded to our partner ReprintsDesk for further processing and delivery.

## What happens if a document is not available through the Academic Program?

If the document you would like to order is not available through the Academic Program you will receive an error message telling you that the document is not available and that you can either place a new order or have the order processed manually.

Information that the article is not available

Alternatively, you can always access the full scope of our program and order the desired document again via a standard AutoDoc account.

## What happens if an order has to be processed manually?

If an order cannot be processed via the Academic Program and has to be processed manually, it can be either processed by our AutoDoc team, or the order details can be forwarded to the library of your academic institution. When setting up your account we can, upon request, make appropriate settings that inform your users and also forward the order information to your university library automatically and free of charge.

- 1 Information about the manual order option.
- 2 Information that the order can be processed by your local library.
- 3 Information that the order has been forwarded to your local library.

### How are the orders invoiced?

You will receive **one single** monthly collective invoice from FIZ Karlsruhe for all orders placed by your users. This invoice includes all documents that were delivered during the billing period. The additional entry of internal cost centers, order numbers and comments on the individual orders makes internal cost allocation easier for you. Your invoice includes a detailed appendix, which can contain the above-mentioned data if desired.

If you also have a standard AutoDoc account, you will receive a separate invoice for this account.

### Prices for the Academic Program

We will charge you a basic fee of 5.05 Euro for each automatic order placed via the Academic Program.

An individual copyright fee to be paid to the publishers is charged for each document. Depending on the publisher, we can offer a price reduction between 20 % and 60 % for the Academic Program.

The copyright fee also contains a supplier fee for our external supplier and depends on contractual conditions. It may also be subject to currency fluctuations. Therefore, we cannot quote the copyright fee on our price list. The total price will be displayed in the AutoDoc ordering mask before the order is sent.

### Requirements for participating in the Academic Program

If you are working at a university, please contact your local university library to order documents via AutoDoc. We will then conclude an agreement on the Academic Program and set up an account. The university informs us who will be entitled to place chargeable orders via AutoDoc. Unfortunately, it is not possible to restrict the ordering options to certain publishers or years of publication. The university must also agree that our partner may supply certain statistical data to the respective publishers. These data include the number of orders a university has placed with this publisher without a link to the customer.