

# Interlibrary loan service

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The inter-library loan service enables you to request books, journal articles, and other materials which you need for your studies and which are not in the library's stock.

This service can be used by all registered borrowers, in connection with their academic studies, except external borrowers and some NHS borrowers. However, charges and a quota system apply to everyone as the service is heavily subsidised and is also expensive in staff time and postal costs. It is important to check carefully that what you need is definitely not in our stock before you apply.

Requests for interlibrary loans are made using The University of Nottingham Library Online Catalogue (UNLOC).

## Arrangements for undergraduates

All undergraduates require authorisation from academic staff before they can make interlibrary loan requests. Special forms are available for this purpose from lending desks. There is one form for students beginning final year projects and another for students in earlier years who are doing other project work. Please return completed forms with staff signatures to the interlibrary loans department.

## Charges

This service is heavily subsidised – the library pays at least £6.00 for each photocopy and over £9.00 for each loan request (plus return postage).

Most borrower categories are given an allocation of requests for which they are charged £1.00 each plus VAT where applicable. Nottingham University Hospitals NHS Trust (NUH) staff are charged £2.50 + VAT for each request.

Any additional requests above this quota are charged at a higher rate of £4.47 plus VAT where applicable. Please see interlibrary loans staff if you use your full allocation and wish to make further requests. Payment must be made before books or photocopies are made available.

## VAT

Students are exempt from paying VAT. Members of the University staff ARE liable to pay VAT unless payment is made by departmental account. Vouchers are therefore available from most libraries which schools or individual account holders can purchase in advance and present as payment for interlibrary loans on collection. Alternatively, they can pay £1.00 + VAT cash or £4.47 + VAT cash for above quota requests. Vouchers are available in two denominations – £1.00 and £4.47.

Please note that vouchers do not have an indefinite life. Advance notice will be given of price increases.

NUH staff are required to pay £2.50 + VAT within quota.

## Extra cost services

Items supplied from overseas cost the library more to obtain. We will pass on a proportion of this total cost to you and we will advise you in advance how much each item will be before we proceed with the request. Once quotas have been used up, you will be required to pay the full cost.

Renewals for interlibrary loan requests should be made to the relevant interlibrary loan department and will cost you £1.00 plus VAT where applicable or £2.50 + VAT if you are NUH staff.

## Users' commitment to pay for inter-library loans

Making an interlibrary loan request entails an undertaking to pay for it. Once the library has successfully obtained an item, payment must be made. If necessary, the charge will be put onto the library record, inhibiting the use of other library facilities.

## Quotas

The following quotas have been given to individuals for the academic session

(August – July inclusive):

Academic staff	40 @ £1.00 charge
Research postgraduates	40 @ £1.00 charge
Taught postgraduates	20 @ £1.00 charge
Non-teaching staff	10 @ £1.00 charge
NUH staff (QMC and CHN only)	10 @ £2.50 charge
Undergraduates, final year*	10 @ £1.00 charge
First and second year*	5 @ £1.00 charge

\*only with authorisation from tutor

## Interlibrary loan items supplied as photocopies

Photocopies can be sent to you provided that we have received both a signed copyright declaration form and cash/vouchers as pre-payment. Vouchers can be purchased from lending desks to be sent to the library with signed declaration forms.

## Interlibrary loan items supplied as loans

If your request is supplied as a loan, it will be issued to you at the lending desk, usually for a three or six week loan period (subject to recall). It is very important that you keep the arrival slip supplied with the item, which tells us the reference number, the return date, and other details.

**Restricted material** - occasionally an item is lent to us for use in the library only. If this condition is imposed by the library that owns the item, you and we must observe it. Under no circumstances may it be removed from the library.

**Please note:** once items have been issued to you, you are responsible for them until they are returned.

## How to cancel a request

If you make a mistake and you wish to cancel a request immediately after keying it in, please see interlibrary loan staff so that they can adjust your quota. It is usually not possible to cancel a request after it has been processed but if you contact interlibrary loan staff, they will advise you.

## How can we contact you?

Please keep us up-to-date with your contact details, particularly in vacations. Our policy is to send any interlibrary loan notifications to your University email address. Please check your email regularly including during vacations, and check your library account via UNLOC, which will show you the progress of your interlibrary loan requests.

Further details:

Access to other libraries:

[www.nottingham.ac.uk/is/libraries/other-libraries.aspx](http://www.nottingham.ac.uk/is/libraries/other-libraries.aspx)

Library helpline: [www.nottingham.ac.uk/is/help](http://www.nottingham.ac.uk/is/help)