**Interlibrary Loans Podcast**

**Slide 1 - introduction**

The interlibrary loans service allows you to request items that you need for your academic studies that are not in our stock.

**Slide 2 - Allocations and charges**

Each registered member has a quota of requests per academic year. For instance, academic staff and research postgraduates get 40 requests per year

There are special arrangements for undergraduates, whorequire authorisation from academic staff before they can make interlibrary loan requests.

**Slide 3 - Undergraduate authorisation form**

Forms are available for this purpose from lending desks and via the library website.

Completed forms should be returned to the lending desk in any library.

**Slide 3 - Charges**

Requests for all customers are charged at the subsidized rate of £1 each.

The Library currently pays over £12 for each loan and nearly £8 for each photocopy – these are the 2013/14 rates.

**Slide 4 – Interlibrary Loan vouchers**

Ask your department about interlibrary loan vouchers to cover the cost of your requests.

**Slide 5 – Making a request**

To make a request, go to UNLOC – the library online catalogue - and select the ILL option from the menu bar at the top of the screen

**Slide 6 – Login to UNLOC**

Then, login using your library card number and PIN

**Slide 7 – Interlibrary Loan request screen**

The interlibrary loan request screen options will be displayed. Please make sure you select the relevant screen according to the material you are requesting. If you use the wrong screen this may cause delays in supplying the item.

This is a request for a journal article.

**Slide 8 – Journal article request details**

Key in the journal title first, then fill in the source of reference field, which is where you found the reference.

Next key in the volume and part number if you know it

Add the full details of the article you require, including the page numbers.

The more information you give us on this form, the more likely we are to be able to trace the item and supply it promptly.

**Slide 9 – The Electronic Delivery section on the request form.**

For article requests you will need to complete the electronic delivery sectionat the bottom of the screen.

**Slide 10 – The Secure Electronic Delivery (SED) web page.**

Linked from here is information on the Secure Electronic Delivery service including software specifications and restrictions on downloading and printing documents. Please read these specifications carefully.

**Slide 11 – The Electronic Delivery section on the request form**

Then select the relevant option on the request screen.

If you select ‘No’ the article will be made available for you to collect in the library.

**Slide 12 – The copyright statement on the request screen**

The copyright law allows only one article to be copied from a single journal part or book chapter. So if you need more than one article you will need to request the whole part, which will contain the papers you need. Do this by completing the journal title, source of reference, year, volume and part sections only.

At the bottom of the screen there is a copyright statement that you need to agree to before you submit your request.

**Slide 13 – Acknowledgement of request**

Click Go and you will see an acknowledgement of your request.

**Slide 14 – The British Library web page**

The British Library supply the vast majority of items we request. Their holdings include over 14 million books and nearly 1 million journals and newspapers.

Articles supplied electronically by the British Library can arrive within 48 hours. Books will take a little longer but should arrive within 3-5 days, if they are available.

**Slide 15 – A photo of Interlibrary Loans staff**

Interlibrary loans staff will keep you updated on the progress of your request.

**Slide 16 – UNLOC: The User Link**

But you can also check the status from the User link on UNLOC yourself

**Slide 17 – Access to other libraries web page**

If you need further information on this service, please see our web page: Access to Other Libraries

**Slide 18 – Interlibrary loan staff contact details**

Or contact Interlibrary Loans staff in the relevant library