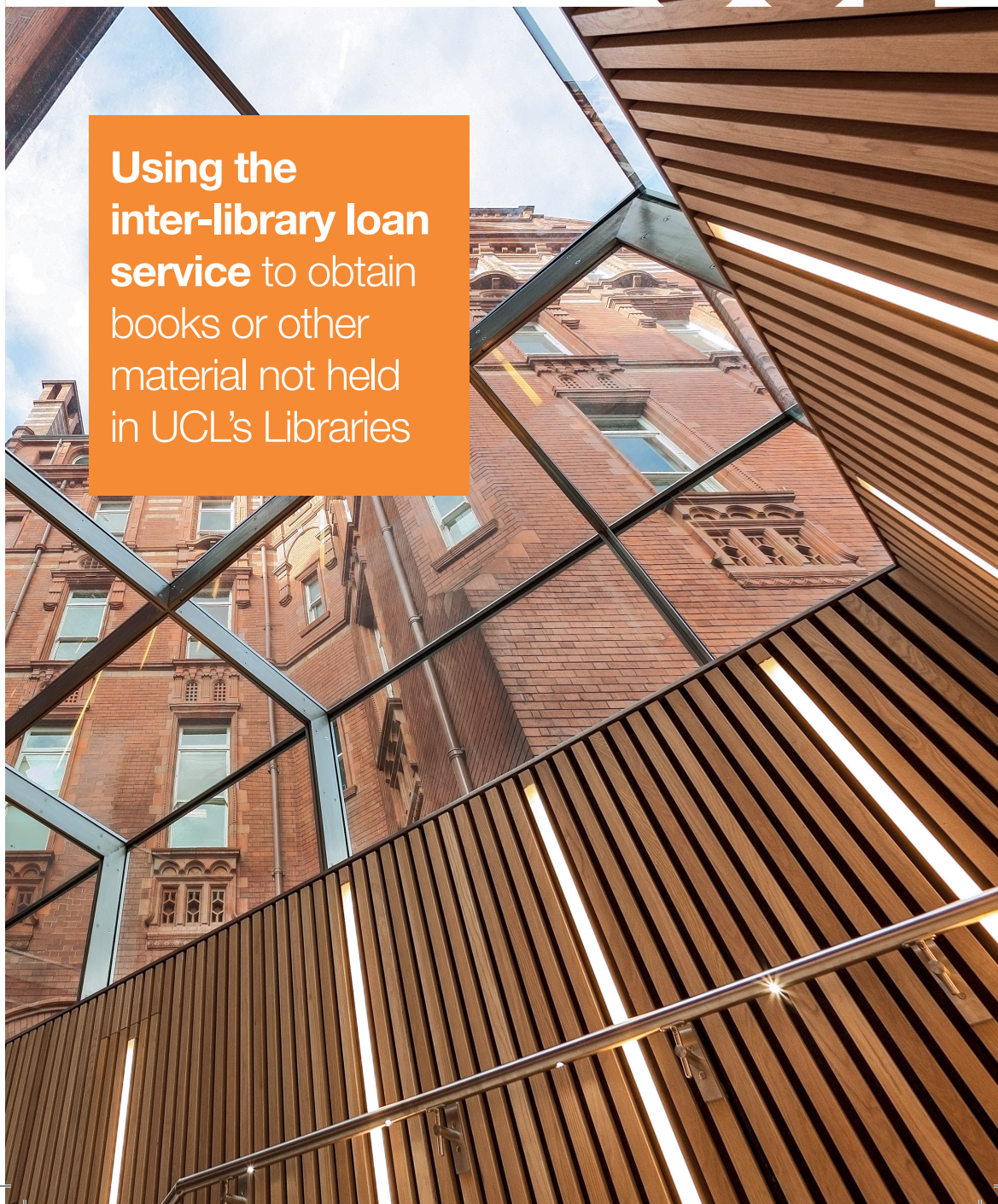




Using the
**inter-library loan
service** to obtain
books or other
material not held
in UCL's Libraries



Using the **inter-library loan** service

What is the inter-library loan service?

The Interlending & Document Supply (ILDS) Office (also called Inter-library Loans or ILL) can request material on your behalf if it is needed for University College London research and the item required is:

- not already held in one of UCL libraries
- not easily available from any other nearby library to which you have access (see **www.ucl.ac.uk/library/other-libraries** for further information)

Who can use the service?

- Current staff and students of University College London & NHS Trust staff
- PhD students writing up
- Other users: London Mathematical Society members; MRC Clinical Trials and Prion Unit members;

How much does it cost?

Supply cost – current UCL staff/students/ NHS will be charged £3.00 for each satisfied request (i.e. one which results in us providing you with the material which is supplied from another library). For PhD students writing up & other users (if permitted) the charge will be £12.00. This is a subsidised cost as UCL Library Services is currently charged circa £14.00 for each book and circa £10.00 for a photocopy supplied by a UK library.

NB You will still be liable for the ILL charge if the item has been received, but you no longer require the item, as UCL Library Services will have already paid the supplying library for the material supplied.

Payment should be made by cash/cheque/ credit card at the Collection Point/Issue Desks. Staff payments can be made by IDT, **this must be organised in advance of any ILL requests being submitted**. UCL staff should speak to their Departmental Administrator for further information about IDTs, then contact the ILDS Office.

Renewals – if the lending library agrees a £3.00 additional charge may be incurred.

Fines – interlending items are charged in the same way and at the same rate as UCL Library Services standard loans – currently 20p per day.

How do I make a request?

Fill in the online request form at **<http://library.ucl.ac.uk/F/?func=new-ill-request-l>** or via UCL Explore which is available:

- on the dedicated terminals in all UCL Libraries
- via the Library web pages at **www.ucl.ac.uk/library/explore**

Click on the Inter Library Loan button at the top of the screen. You will need to sign in with your library barcode (on the back of your ID card) and your PIN number. Contact your local Library Desk if you are not sure what your PIN number is.

Once you have signed in with your library barcode and PIN number, choose the material type you want to request, either a Book/Conference/Report/Thesis or Journal/Journal article.

Complete a separate interlending request form for each item:

- Multi-volume books, one form per volume;
- journal articles, one form per article;
- multiple articles in a journal issue/conference proceedings – one form per issue/conference.

(UK copyright law does not allow more than one article to be photocopied from the same bound issue/volume, therefore, the whole issue/conference will need to be requested.)

How long will it take?

The speed of supply varies greatly, depending on how difficult it is to trace a lending location and on how quickly other libraries respond to our requests. The average delivery time for an article is 3-4 days, a book 1-2 weeks, but some items can take much longer.

Please plan ahead and do not leave requesting material to the last minute. Staff cannot always say, when asked, when a requested item can be expected to arrive.



How do I know when it has arrived?

By checking your My Account on the Library Services catalogue web page www.ucl.ac.uk/library/explore

- You will need your library barcode (on the back of your ID card) and PIN number to access your details.
- A loan or photocopy will be put aside for collection from the Science Library Collection Point and a notification will be sent to your UCL e-mail account.

Can I borrow the item?

Most items may be borrowed, but some rare or valuable items may be consulted only in the UCL Science Library. These must be returned to the Science Library Collection Point after each consultation. Requests supplied as a photocopy are usually for retention.

Where do I return the inter-library loan?

Loanable items must be returned to the Science Library Collection Point where the loan was originally issued. Items must NOT be returned in the Book Return Bins.

Cancelling a request

Once an inter-library loan request has been processed it may not always be possible to cancel, therefore, please inform the ILDS Office as soon as a request is no longer required.

NB If we are unable to cancel the request, due to the item already having been sent by the supplying library, the ILL charge will still have to be paid, as the UCL Library Services will already have paid for the supplied request.

Interlending contacts and enquiries

The Interlending & Document Supply (ILDS) Office deals with interlending requests for the central campus sites: Bartlett, Cruciform, Institute of Archaeology, Main, and Science Libraries.

Address: **Interlending & Document Supply Office, Science Library**
Internal telephone: **37794**
External telephone: **020 7679 7794**
Interlending e-mail: **interloans@ucl.ac.uk**
Web: **www.ucl.ac.uk/library/ilds**

Contact