

How to...

Use Interlibrary Loans

A Guide to Interlibrary Loans

If you require a loan of an item or photocopy of an article held at another Anglia Ruskin site, you can request this by using the “reserve” or “photocopy” option from the Library website.

An Interlibrary Loan differs from an intersite loan in that it is not available from any of the University Library’s sites at Cambridge, Chelmsford, Fulbourn or Peterborough, and must be obtained from another external library.

Requests can be placed for a loan or photocopy or digitised copy from books and journals that:

- do not appear on the Library website
- are not available through the Digital Library
- are not available freely via the internet

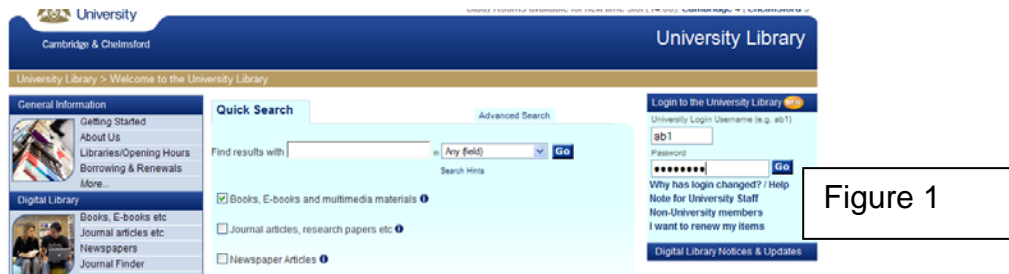
It is your responsibility to check that it is not freely available before placing your request.

The fee is **£2.00 per request**. Please note that this is **non-refundable**.

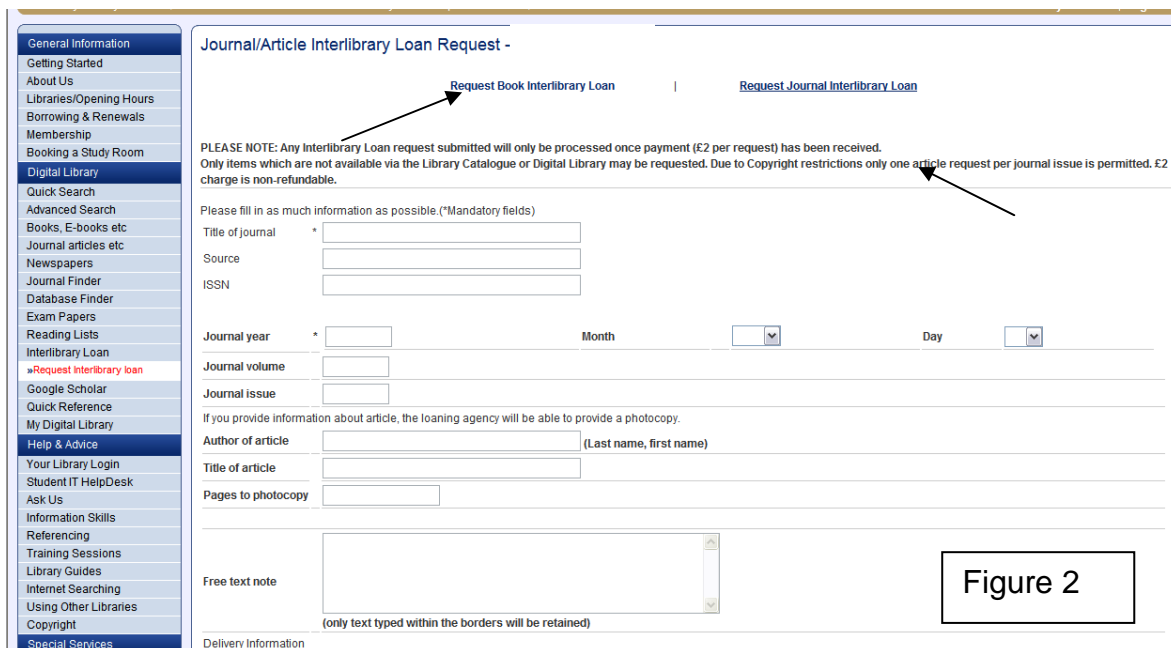
If you have any queries regarding interlibrary loans then please speak to a member of staff at the desk. Alternatively, you can contact the Interlibrary Loans Team direct:

interlibraryloans@anglia.ac.uk

To submit a request, login to your Library Account on the University Library website in the library or at home.



Then click on “Interlibrary Loan” on the left hand menu bar and choose the option “Request Interlibrary loan” which will then appear under Interlibrary Loan on the left hand menu bar to reach the request form(see below for an example of the form).



Please ensure that you have selected the correct form by clicking on the **Book** or **Journal** link at the top of the screen.

Provide as much detail as possible. Those fields marked with an asterisk (*) must be completed to ensure that we have enough information to process your request. Please remember that “Until what date are you interested in the material?” should be at least **14 days** hence as we cannot guarantee to supply any earlier than this.

If you request a photocopy of an article or pages from a book it will be sent to you direct at your term-time address as held by Registry (see the radio buttons in Figure 3 below).

If you change it to indicate no, the photocopy will be sent to the library for you to collect.

Staff requesting photocopies will receive them in the internal mail to their office.

All book or journal loans are sent direct to the library for collection.

Preferred Media: Journal Article Photocopied

Send Material Directly to Patron: Yes No

Media Send Method: Surface

Notice: Warning Concerning Copyright Restrictions
(You must read and acknowledge the following statement before submitting your request)

COPYRIGHT DECLARATION - please read carefully

Figure 3

Requests can be placed for digitised copies of pages from books and journals delivered to your PC using a service called Secure Electronic Delivery.

To take advantage of this speedier delivery of information to your PC we ask that you take note of the following:

- that you have **FileOpen software on your PC** –It is free to download off the internet onto your own PC from the FileOpen website (<http://plugin.fileopen.com>). All student network PCs have this installed automatically. Staff can install this on office PCs by accessing Advertised Programs from All Programs and selecting FileOpen to run to download.
- if you do not access the document **within the 14 days** set by the BL we CANNOT request the document for you again. Documents can be saved to your PC but you will only be able to open and print it within the 14 days.
- you can **only try to print the document once** so we advise that you check that your printer is working.

Language: ENGLISH

Preferred Media: Journal Article Digitised

Send Material Directly to Patron: Yes No

Media Send Method: Surface, Surface, Email

Notice: Warning Concerning Copyright Restrictions
(You must read and acknowledge the following statement before submitting your request)

COPYRIGHT DECLARATION - please read carefully

Please supply me with a copy of the item specified above, required by me for the purposes of research or private study.

I DECLARE THAT:

1. I have not previously been supplied with a copy of the same material by you or by any other librarian.
2. I will not use the copy except for research for a non-commercial purpose or for private study and will not supply a copy of it to any other person.
3. to the best of my knowledge, no other person with whom I work or study has made, or intends to make at or about the same time as this request, a request for substantially the same material for substantially the same purposes.

I understand that if this declaration is false in any material particular the copy supplied to me by you will be an infringing copy and I shall be liable for infringement of copyright as if I had made it myself.

I have read the above statement and agree to abide by its restrictions. *

Go

Figure 4

On the request form, from the dropdown box labelled “Preferred Media” select either “Journal Article Digitised” or “Book Pages Digitised” (see Figure 4) Then select “Email” from the drop box labelled “Media Send Method” on the bottom of the form.

Before submitting the form you must also tick the box at the bottom of the form to confirm that you have read and agreed to the copyright declaration as shown in Figure 4

above. **This is a legal requirement.** Under copyright law you are only permitted to request a photocopy or digitised copy once for private study or non-commercial purposes. Ticking the box is equivalent to an electronic signature.

Once you have submitted your form you should pay for your request:

- at the desk
- send in a cheque with the request number(s)
- send in your e-voucher numbers with the request numbers to your local Interlibrary Loan team
- pay by credit card over the phone if you have more than three requests.

There is no need to print off the request form.

When your item(s) arrive we will send an e-mail to your **Anglia Ruskin University** e-mail account.

For Secure Electronic Delivery items the email will come from the BL with a link to your digitised document which is held on the BL website for you – see example below:

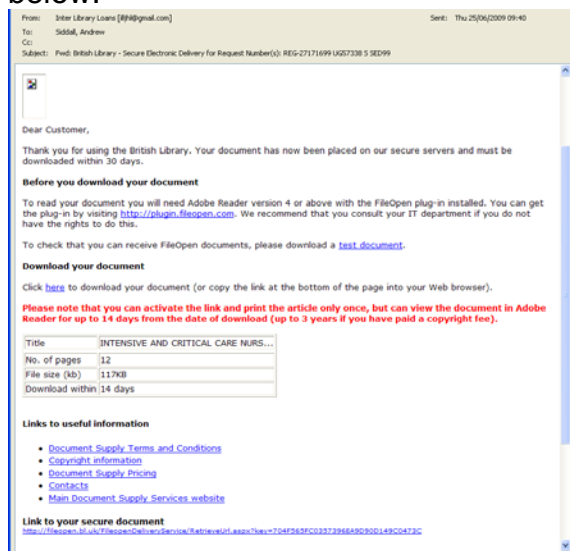


Figure 5

We will hold book and journal loans for collection until they are due to be returned to the lending library. On average this is five weeks but this can vary depending on the lending library. To take full advantage of the loan period you should therefore collect your items as soon as possible. Please note that some items may be loaned on the condition that they are not removed from the Library and some may come as microform.

If renewal is possible the first renewal is free. There is a charge of £2.00 for each subsequent renewal. Please contact us a few days before the item is due for return in order to avoid incurring any fines. We will either update your account and e-mail you with the new return date or ask you to return the book if it can't be renewed for any reason.

Fines for overdue Interlibrary Loan items are charged at 50 pence per day. Please note that if an item is in heavy demand we may not be able to extend your loan. Items may also be recalled at any time so we may have to contact you to return them early.

Please return all Interlibrary Loan items to the desk during staffed hours. Items should **not** be returned using the self-service machines. If an item is not returned for any reason you will be liable for a replacement fee of £137.50 minimum.

If you have any queries regarding Interlibrary Loans then please speak to a member of staff at the desk. Alternatively, you can contact the Interlibrary Loans Team direct:

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