

Inter Library loans

What are inter-library loans (ILLs) ?

If you need to consult any materials which are not held by us, we will try to borrow it for you from another library.

What can you borrow?

• Books	• Reports
• Journal articles	• Conference proceedings
• Theses (subject to restrictions)	• Most types of printed materials

Who can use ILLs, how many can you have and how much will it cost?

Year/course	Number of ILLs allowed	Cost
Undergraduate 1 st	5 per year	£2.50
Undergraduate 2 nd	5 per year	£2.50
Undergraduate final year	12 per year	No charge
Undergraduate part-time working towards dissertation	12 per year	No charge
PGCE	12 per year	No charge
Foundation (1 st & 2 nd year)	5 per year	£2.50
Taught Postgrad	5 per year	£2.50
Taught Masters	20 per year	No charge
Research students	100 in total over whole course	No charge
Staff	25 per year	No charge

If you need to make extra applications, these will be charged at the current British Library rates:

- Inter Library loan book charge - £10.80
- Inter Library loan journal (SED) charge: £5.85 + VAT
- The British Library has an automatic charging procedure for items which are not returned on time, currently fixed at minimum charge of £137.50 + VAT. This includes a fee of £68.75 + VAT administration costs. Even if the item is later returned, the administration costs will not be refunded. **In all cases these costs will be passed onto the person borrowing the item; they will not be paid by the Library or the University College.**

How to apply for an ILL

- Always check the library catalogue and A-Z listing of electronic journals prior to making a request, to ensure that the item is not already in stock.
- Yellow application forms are available from the leaflet stand in the Library, and also online under the 'Help' > 'Useful forms' section of the Library website. You will need to sign the copyright declaration form if you are requesting a journal article, so you will need to print off, sign and return to us.
- A separate form must be used for each individual request.
- Please give as much information as you can, including a source of reference. When applying for journal articles, you must include the following information:

• The journal title	• The article title
• The journal volume and part	• The author of the article
• The year of publication	• The page numbers of the article

How long does it take?

We send off your application within 3 days of receiving it. After that, the time depends on the British Library:

- Electronic journal articles (SEDs) usually arrive within 3 days.
- Books take on average 2 weeks to arrive, but can take longer if it is already on loan to another library.
- Books that are in heavy demand often have a waiting list, so can take longer to arrive.
- The earlier you request items in relation to when they are needed, the better.

How do you find out when an ILL has arrived?

- We will send an email to your Marjon email address as soon as your material arrives.
- Please collect non-journals items immediately, as they may be subject to restricted loan periods.
- Journal articles will be delivered by secure electronic delivery (SED) unless otherwise requested. You must download the test document from <http://fileopen.bl.uk> before ordering articles. Please see the yellow request form and the SED helpguide for more information.
- Some items are lent to us on the condition that they are only consulted within the Library. We cannot make any exceptions to this condition.

How long can I keep an ILL?

- An SED can only be printed twice and you have a 14 day window from receiving the email to do this.
- A photocopied article can be kept – it does not need to be returned to us or the British Library.
- For other materials, unless the item has a loan restriction you are guaranteed the item for 3 weeks.
- The due date will be written on the information slip when you collect the item.
- Usually you will also get a 3 week extension in addition to the initial 3 weeks.
- Sometimes items can be renewed, and the British Library currently charges £4.00 per item. Please contact us for further details – please note that this price may be increased after this guide is printed.

The ILL system depends on goodwill, as no library is obliged to lend materials to us. If items are returned late or damaged, further borrowing may be withdrawn. We will recall all loans at the institutions request.

Contacting the Library about ILLs

Email: ills@marjon.ac.uk

Tel: 01752 636700 x2200

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