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Not enough copies of your textbook?

Help us to help you - [tell us what you need more of](#).

Postal Loans

[Click here](#) if you are a placement student not already entitled to postal loans.

- [Postal Loans Registration Form](#)
- [Postal Loans Request Form](#)

What is the Postal Loans Service?

This service provides standard loan items by post to users who are not residents of the City of York. We can only post out books to users living in the UK and Ireland.

Do I need to register for this service

Yes, you will need to apply through our online registration form. Once this has been completed, a member staff from our Information Learning Services team will contact you to confirm the registration.

Once I am registered, how do I apply for a Postal Loan

- Check that we have a 28-day copy of the item in stock on our [library catalogue](#)
- Complete the [request form](#), giving as much detail as possible, to help us find the book:
 - Name
 - Student ID Number (this is on your student card)
 - Book Title
 - Author
 - Class number (e.g. 371.90446 ABC) or ISBN
 - Preferred edition or year

When you click to submit the form, it will be emailed to us at postalloans@yorks.ac.uk where it will be received by a member of our team who will keep you updated on the progress of your request.

What can I have sent out?

We can only post out the standard, 28-day loan items. This is done to ensure you have sufficient time to use the item before returning it to us. The following items are excluded from the postal loan service:

- Seven Day Loans (Please note: This includes DVDs, and CDs)
- One Day Loans
- Reference Items
- Oversize Items
- York Teaching Hospital Library items
- Other specialist material
- Inter-Library Loans

In addition to the above, please be aware that some materials may be too fragile to post. If this is the case, we will inform you by email.

How many Postal Loans am I allowed?

Everyone who is eligible for postal loans has an allocation of 20 per year.

How much do Postal Loans cost?

[What is this?](#)

[Other ways to contact us](#)

There is no charge for postal loans, although you will need to pay postage when returning the book to us.

Supplying the Postal Loan

Once we have found the item on our shelves, we will post the item out to you. This will always be to the address you supplied us with when registering. Allowing for postage time, book(s) will usually be supplied within 5-7 days. If a book does not arrive after 2 weeks, [please contact us](#) to let us know.

What will happen if a request cannot be fulfilled?

If a request cannot be met, e.g. if it is missing from our shelves, we will inform you via email. If all of our copies are out on loan at the time of the request, a hold will be placed for you and a copy will be sent to you as soon as one is available.

Can I renew my Postal Loan?

Postal loans can be renewed online, providing no one has placed a hold on the item, you have not exceeded your renewal limit and your account is not blocked for any reason. You can also call us on 01904 876696 or email us at ils@yorks.ac.uk. Please contact us if you experience any difficulties renewing your items.

Returning Postal Loans

Please remember it is your responsibility to return the items on time. Items will be subject to recall, so it is important to check your emails regularly to ensure you do not miss any notices we may send you. **Please return all items to:**

FAO Senior Information Assistant
Information Learning Services
Fountains Learning Centre
York St John University
Lord Mayors Walk
York
YO31 7EX

[Contact Us](#) | [PDF](#)

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