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Inter-Library Loans

Submit a request for a book

Submit a request for a journal article

What we do

The Inter-Library loans service provides items for staff and students which are not held at this library. We are unable to supply items which are already available at York St John University (this includes items which are out on loan). This service is free of charge for most staff and students* and includes books, journal articles, and conference papers. All inter-library loan items must be used for academic purposes to comply with our Higher Education Copyright Licence You can get the information direct to your iPhone or Android device.

***Not all students qualify for inter-library loans, and some allocations vary, so please check here for your privileges**

You must do the following before submitting an inter-library loan request:

- Make sure you have checked the library catalogue before you submit a request. If we already have the item in stock, or it is available via full text or e-book access, we will not process the request.
- Make sure the item is not available free online. We will not process the request if this is the case. We recommend you use Google Scholar to see if this article is available through open access.
- Check that you have no outstanding fines totalling £10 or more. If your account is blocked we are unable to proceed, so please reduce your fines so they are below £10.
- Make sure you have enough requests remaining. You can visit the Question Point on the ground floor of the library or call 01904 876696 for this information.
- Check you have the relevant information filled out on the form. Full details can be found here*.
- If you are submitting a journal or conference paper request, please make sure you sign the form to adhere with copyright legislation.

*Due to copyright restrictions, we are unable to accept more than one article from any single journal issue. If you have any questions, please ask at the Question Point on the ground floor of the library.

How do I make a request?

Requests can be made by either filling in the forms online, or visiting the Question Point on the ground floor of the library for a form. Please contact us with any further questions.

How long will it take?

The time frame for receiving requests can vary greatly and entirely depends on the borrowing library's circumstances and the time of year you submit a request. Usually, items can take approximately 2 weeks to arrive. However, the waiting period can be longer during busy periods of the year (i.e. dissertations). Please bear in mind that if you are submitting articles for your own dissertation, many other third years will be doing the same. We recommend you leave sufficient time (between 3-4 weeks) during these busy periods to allow for this possibility.

How will I know when my request has arrived?

You will receive an email to your university email account informing you that your item is ready to collect. This email will also contain information about the nature of the item. This will include:

Not enough copies of your textbook?

Help us to help you - tell us what you need more of.

Contact details

Inter-Library Loans

e: interlibrary@yorksj.ac.uk

(01904) 876149 (ILL)

Question Point

(01904) 876696

- If the item is a book, any conditions the borrowing library has made, which may include reference only or no renewals
- When the item is due back

To collect your item, you will need to come to the Question Point on the ground floor during staffed hours.

What happens if you can't get the item I need?

If this happens, we will inform you via your university email. If a library cannot lend us an item from their stock, you may be able to visit and consult the item on their premises. To visit other academic institutions, you may require a SCONUL card*. As a student, you can acquire this card by visiting Question Point with your student id and filling in a short form. We will advise you where the item is and any information you need prior to visiting the library.

***The type of SCONUL access you are allowed depends on your level of study, please check the SCONUL Access website to find out the type of access you are permitted.**

I received an email message informing me my item is available, but I can only use it in the library. Why?

Libraries lending items through inter-library loans will occasionally place stipulations regarding how the item may be used. The lending library may have various reasons why they do not want an item to leave the library, for example, if it is a very expensive or delicate item. By allowing the book to be locked away in the library office when not in use, this provides extra protection for valued items and helps ensure they will be returned promptly to the owning library.

I have received my Inter-library loan, but I need it for longer. Can I renew it?

The ability to renew an item depends on the lending library. We will need to know at least one week before the due date if you wish to renew. If the library allows renewals, we are happy to request one, however these are never guaranteed. Please see below for reasons why items may not be renewable.

Why am I being charged?

Students are charged a fee of **£5 for renewing an inter-library loan item**. This fee helps us cover our costs of running the inter-library loan service. We want students to have access to the sources they need to complete exceptional work. However, the average inter-library loan costs the University between £10 and £15 and the renewal fees partially cover those costs.

I was told I can't renew this item, why is this?

There may be several reasons why an item cannot be renewed. We may be told in advance if an item cannot be renewed. This will be indicated in the email we send you as well as the blue card given with the item. If the item is heavily used or a user from the owning library is waiting, we may not be able to secure a renewal. If this happens after you have paid the £5 renewal fee, we will refund you.

How do I return my items?

We ask you to return your items during staffed hours at the Question Point in the library, rather than at self-service. This helps us to minimize the risk of the book being lost within our own library stock, and you facing lost book charges. The average book replacement cost for one book is currently over £100.

Inter-Library Loan Fines

Overdue Inter-Library loans are charged at 50p per day, so please ensure you return your item promptly. A reminder email is sent to you a week in advance of the item being due back.

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