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Filling out the inter-library loans form

Filling in the form - bibliographic details

- Always check the library catalogue before submitting your request. Any item that we own will not be eligible for inter-library loan.
- The type of information we need for the following categories of material include:

Books	Journal articles	Theses
• Author (s) • Title of book • Publisher • Place of publication (if not UK) • Year of publication • International Standard Book Number (10 digits or 13 digits)	• Title of journal • Author (s) of article • Title of article • Year of publication • Volume/part details with page numbers • ISSN (usually of the format 1234-1234)	• Author • Title • Type of thesis (MA, PhD etc) • Awarding institution • Year

- If using a bibliographical database, you should be able to find all the information above.
- It is useful to know where you found your information (e.g. database, webpage, book or journal article) if we need more details.
- The more information you supply us with, the quicker we will be able to process your request.

It is often useful if you keep a note of the inter-library loan requests you have submitted, should we have any queries later on.

Personal details

Please fill in your:

- name
- library user ID (the number on your library card)
- year
- course details
- address (if you have requested a journal article and are living off campus and would like it sent to your home address)

N.B. Remember to sign the form, as we may be unable to act on your request if you do not.

Please also fill in the box **'date after which no longer required'** if you are working to a deadline and will not require the item after a certain date.

Everything out on loan?

Place a hold to make sure you get a copy.

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