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## Applying for Inter-library loans

Please ask for a form at the library desk on the first floor of Fountains or use [our web-based forms](#).

Supply as much information as possible and ask for help with filling in the form if you wish using the contact details at the bottom of the page. The more accurate and complete the information you give us, the faster we can process the request.

If submitting a journal request, please remember to sign the form.

Please note that we will not process inter library loan requests:

- for material that is available in the library collections.
- for material that is freely available on the internet.
- if your request is not permitted by copyright legislation.

Some useful tips for filling out inter-library loan requests:

- Check the [library catalogue](#) and [AtoZ eJournal finder](#) before submitting a request to ensure that the item is not already available to you. This will aid the inter-library loan department in sustaining a speedy and efficient service.
- If an article is listed as being from the journal **Dissertation Abstracts International**, it will be a PhD thesis, most likely from North America. It is highly unlikely that we will be able to access the thesis.
- Please let us know where you found the details of your article. If we have any difficulty tracing the article, we may need to check the information again to see if it gives us more clues.

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What is this?

Other ways to contact us