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Checking your inter-library loan messages

All communications regarding inter-library loan requests are sent by e-mail, so please check your email regularly. However, you can check the current status of your request via the library catalogue.

- Click on the 'Library account' tab at the top of this page.
- Click 'Renew and Check Your Loans'
- Click 'Check your loans and messages'
- Enter your User ID and PIN
- Click 'Display user information'
- Click 'Requests/Library Messages'

There is also a video tutorial on how to do this.

A list of requests will be displayed.

Any that state '**A reply to your request has not been sent'** have been processed but have not yet been received by the library. You can click on 'VIEW' to see when the request was sent and/if we have had to reapply to any further libraries.

Any that state '**A reply to your message was sent on (date)'** have either been fulfilled (most likely) or cancelled (rarely). Clicking on view will give you more details

The most common messages are:

- **REQUEST SENT 17.10.06/DIRECT 18.10.06** - This means that we processed an article request on 17.10.06 and that the copy was forwarded on 18.10.06.
- **ITEM READY TO COLLECT FROM LIBRARY ISSUE DESK 17.10.06** - The item has been received by the library and is either awaiting collection or has been collected.
- **ITEM RETURNED TO BL/OWNING LIBRARY 18.10.06** - The item has been returned to the British Library (or the owning library). It is now cleared from all records.
- **REAPP TO LV-U1 18.10.06** - We have reapplied to a new library as the previous one could not supply. Awaiting response.
- **CANCELLED 17.10.06** - We have had to cancel the request. An email will have been sent to you on the stated date, so please check for further details.

This is not an exhaustive list. If there is a different message and you are unsure of what we mean, please do ask. You can contact the inter library loans team by visiting Question Point on the ground floor of Fountains, by telephone on (01904) 876317 or by emailing interlibrary@yorksj.ac.uk.

Not enough copies of your textbook?

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

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