



**Bournemouth
University**

Student and Academic Services
www.bournemouth.ac.uk/library

Inter-Library Loans Brief Guide

Use this guide if you wish to obtain resources not held by Bournemouth University Library. You can find further information in the 'Using the Library' section of the Library web pages.

The University Libraries may not have all the resources you need. We can supplement our own collections by borrowing books, journals, reports, standards, theses and conference proceedings or by obtaining photocopies of journal articles, conference papers and patents.

The service is freely available, within set budget limits, to all staff, postgraduate students, and to undergraduate students working on a major project or dissertation at Honours level. Other borrowers may use the service for a fee set to recover costs.

The inter-library loans service is administered from The Sir Michael Cobham Library. All material must be collected and returned there. Staff and students based at the Lansdowne Campus may use Bournemouth House Library.

Please check on the Library Catalogue and/or the A-Z of E-Journals before filling in an inter-library loans request form.

Completed inter-library loans request forms should be handed in to staff at a Help Zone Desk or Subject Advice Service point. Staff there check the forms for accuracy and ensure that you have supplied all the necessary information. This will speed up the supply of your requests.

Requests for inter-library loans will not be processed if you have any Library books overdue or fines outstanding.

Request Forms

The following information must be supplied:

Personal Information

Surname, initials, and, title. School and course. Library card number. Full address. Bournemouth University e-mail address.

Journals

Whole issue: Title of journal, year, volume and part number.

Article: Title of journal, year, volume, part, page numbers, author and title of article.

Conference Proceedings

Title of conference, place where held, date, author, title and page numbers for an individual paper.

Books

Author/editor, title, publisher, date of publication and ISBN (if known).

Theses

Author, title, degree, awarding institution and date.

Reports

Author, title, issuing body, date and report number.

Patents

Author, title, date and patent number. (Many patents are available online in full text from the databases Patent Server: United States Patent and Trademark Office and Patent Server: GB Esp@cenet)

Standards

Issuing body, title, date and standard number. BS, BS EN & and BS ISO Standards are available online. The British Standards Online database is listed in the A-Z of Databases on the Library web pages.

Government Publications

Author, title, department, paper or command number, date and ISBN (if known). The UK Official Publications on the Internet database is listed in the A-Z of Databases on the Library web pages.

For journal articles and conference papers you must sign the copyright declaration on the back of the form.

You must write your name and University ID number on all request forms.

All requests by students, postgraduate and undergraduate, must be signed by their dissertation supervisor.

Where do Inter-Library Loans Come From?

Most of your requests go to the British Library which has a very large stock of information sources. It is likely to satisfy most of your inter-library loans needs.

Available in alternative formats. Please ask:

Tel +44(0)1202 965959 **Email** LibSupp@bournemouth.ac.uk

Contact Details

Bournemouth House Library

19 Christchurch Road, Bournemouth BH1 3LH UK

Library renewals, information and subject advice:

Tel: +44 (0) 1202 965959.

myBU Help

Tel: +44 (0) 1202 965515

The Sir Michael Cobham Library

Talbot Campus, Fern Barrow, Poole, BH12 5BB, UK

Library renewals, information and subject advice:

Tel: +44 (0) 1202 965959.

Secure Electronic Delivery (SED)

Most documents requested as photocopies will be delivered electronically. You will receive an e-mail from the British Library to your University email address with a link to a file containing your request. SED is available to staff and postgraduate students only.

Electronic Theses Online Service (EThOS)

EThOS is a British Library service aimed at providing digital copies of UK PhD theses. It is a database of the records of over 300,000 UK theses with the option to download digital copies of selected theses. Personal registration on EThOS is required to be able to download theses.

Costs and Number of Requests

It costs Bournemouth University a minimum of £6.87 for each inter-library loan request.

If we feel that students are making an excessive number of requests we may ask them to consult their dissertation supervisor for further guidance.

Students may hand in six requests at any one time and staff twenty requests. Any individual not otherwise eligible may request inter-library loans on payment of £20 per item, payable at the time of request. This facility is available to External and Subscription Members of Bournemouth University Library. The fees may be higher for particular classes of material. (BU students who are not eligible pay £6.87 for photocopies and £10.50 for loans.)

Replacement Charges

Individuals who lose inter-library loan items will be responsible for the replacement cost. The British Library charges a minimum of £169.92 (including VAT) per item. More will be charged if the item is particularly expensive to replace. This amount includes an administration fee of £84.96 (including VAT) which is charged if an item is returned after an invoice has been raised.

How long will I have to wait for an Inter-Library Loan?

You may have to wait between two and six weeks for your request to arrive, depending on the time of year and whether there is a waiting list for the item requested. It may take longer than this for material that is difficult to obtain.

Please hand in your requests as early as possible. Last-minute requests will often arrive too late for your needs.

Email Alerting Service

You will be sent an email alerting you to items awaiting collection or if there are any queries relating to your requests. **All emails are sent to your University email address.** Research students can set up automatic redirection to their staff mailbox following the instructions on the following link

http://bukb.bournemouth.ac.uk/wiki/Forward_email.

It is recommended that you check the progress of your inter-library loans under **My Account** on the Library Catalogue.

How long can I keep it?

You may keep photocopies of journal articles or conference papers supplied by inter-library loans.

Most other items may be borrowed for three weeks, with an automatic extension of another three weeks if not required by anyone else.

Fines may be payable for any inter-library loans returned after the due date. Before returning any item to the Library, make sure that you keep for your bibliography a record of the author, title, publisher and date of publication.

Contacts

If you need any further guidance, please ask to speak to a member of the Inter-Library Loans staff.

The Sir Michael Cobham Library, Talbot Campus

Email: interloans@bournemouth.ac.uk

Tel: 01202 961290/961291

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