

## Requesting Materials through Inter-Library Loans

---

**This guide provides information on how you can request books and journal articles that are not held in any of the Middlesex University Library Collections using the Inter-Library Loans Service.**

When you are carrying out in-depth research on a particular subject you may find that some of the material you need to refer to is not held by the University's Library Service. If you have searched the [Middlesex University Library Catalogue](#) and have not been successful in finding the book or journal article you require for your academic research, you will need to request the item(s) through the **Inter-Library Loans (ILL) Service**.

If you wish to request a UK PhD thesis you should go straight to [ETHOS](#) (the British Library's electronic thesis online service) as many UK theses are available as a free download or can be ordered.

If the thesis is very recent, it may be worth checking the online repository of the awarding institution to see if it is held there.

### Requesting Books and Journal Articles through ILL

You should complete an online Inter-library loan request form for **each** book or article that you require. Use the online request form available on the Inter-library loans page.

In addition to your name, student/staff ID number and email address, you will need to provide the following information:-

For books: the name of the author/s, the complete title of the book, the ISBN if known and the publication details (place of publication, publisher's name and publication date).

For journal article(s): The full journal title, ISSN if known, full title and author(s) of the article as well as volume, issue and page numbers.

If you do not have the complete bibliographic information and/or if you wish to find out if the British Library - our main supplier - has the materials in stock, you can check the British Library Public (Integrated) Catalogue at <http://www.bl.uk/>

## What happens once you have submitted your request?

You will receive an email notification once the request has been processed. This will include a reference number and contact details, should you wish to query the progress of the request.

Once the request has been sent, it should arrive within a week but this is dependent on availability at the British Library/alternative locations, so a fast response cannot be guaranteed.

We will notify you via email if there are any delays or difficulties in obtaining your request, so it is important that you check your University email account on a regular basis.

For academic staff, PhD/MPhil students and research staff, the £3 administrative charge will be passed to your school/department.

## Delivery of books

We will send an email message to your Middlesex University email account when the book arrives at the Library, advising you that it is ready for collection.

The book will be issued to you on your library account, so you must have your ID card with you when you come to collect it. Some books are classed as reference items and can only be used in the Library.

## Delivery of articles

The link, along with instructions on how to open it, will be delivered to your university email address. It must be downloaded within 30 days.

If you experience problems accessing the link, please [contact us](#).

## How long can I keep books on Inter-library loan?

Books are loaned to us for a period decided by the British Library (or alternative supplier), usually around 4-5 weeks. The date for return will be written or stamped clearly inside the book. It is important that books borrowed via ILL are returned promptly, as the British Library charges for late return are heavy. If a charge is incurred, it will be added to your library borrower account.

We advise you to use the book as quickly as possible as it may be recalled at any time.

If you wish to renew the book, please contact the Inter-library loans dept before the due date. **There will be a charge of £4.50 for the renewal of a book.** (For academic staff, PhD/MPhil students and research staff, the charge will be passed to their school/department.)

Additional details of the inter-library loan service may be found at:

<http://unihub.mdx.ac.uk/study/library/resources/ill>