Info skills

Inter-library loans

Introduction

If the University Library does not have access to a specific book or journal, you can request an Inter-library loan to receive a copy of the publication.

- To place an Inter-library loan go to the Library Learning Services homepage: [www.uel.ac.uk/lls](http://www.uel.ac.uk/lls) and click on ‘Library Search’ under Quick Links on the left hand side.

- Click on ‘Sign in’

- Log in using your UEL username and password.

- Select ‘ILL Request’ from the menu
- Select either ‘Book’ or ‘Article’
- Complete as many details as possible on the form and click ‘Request’ to submit the form.
- A book will be delivered to your chosen UEL Library, but journal articles can be delivered to your home address or digitally via email.

Please note: 5 inter-library loans requests per academic year are available to Level 1-3, and 20 for Postgraduate students. They are unlimited for staff and research PG students.