

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.

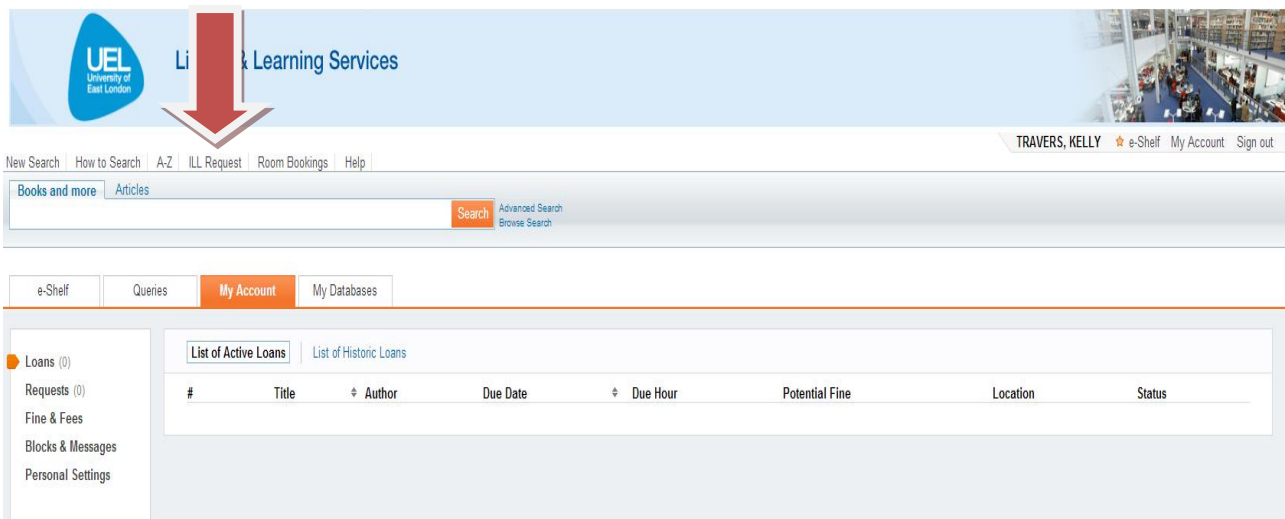
- To place an Inter-library loan go to the Library Learning Services homepage: www.uel.ac.uk/lis and click on 'Library Search' under Quick Links on the left hand side

The screenshot shows the UEL Library and Learning Services homepage. On the left, a navigation menu lists 'Our Services', 'Finding Resources', 'Help and Support', 'About Us', 'ECDL', 'Skillzone', and 'Contact Us'. The main content area features a search bar and four service tiles: 'Our Services', 'Finding Resources', 'Help and Support', and 'About Us'. A red arrow points from the 'Library Search' tile to the 'Library Search' link in the 'Quick Links' section on the right. The 'Quick Links' section includes 'Ask-A-Librarian', 'Athens', 'Book a Library PC', 'Book a Study Room', 'Databases & E-Journals', 'International Student Portal', 'Library Search', 'Opening Hours', 'ROAR', 'Subject Support', and 'Your Feedback'. A 'Library News' section at the bottom contains an announcement about IT maintenance work at Docklands Library on Friday 25 July and Saturday 26 July.

- Click on 'Sign in'
- Log in using your UEL username and password.

The screenshot shows the ExLibris login page. The page has an orange background and features the ExLibris logo with the tagline 'The bridge to knowledge'. Below the logo are two input fields: 'Username: u01234567' and 'Password: *****'. At the bottom are two buttons: 'Login' and 'Back'.

- 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.

Resource Sharing Request:

Resource Information:

Citation type: Book Article

Title:*

Author (Last name, first name):

Author initials:

ISBN:

Publisher:

Publication date:

Place of publication:

Additional Author (Last name, first name):

Volume:

Part:

Chapter:

Source:

Series Title Number:

Pages to photocopy:

Delivery Information:

Format: Physical Digital

Delivery Location: Deliver to library For Home delivery use the comments field

Pickup/delivery location:

Not Needed After:

Comment:

Office use only:(GBP)

Copyrights:

Copyrights:

Notice: Warning Concerning Copyright Restrictions (You must read and acknowledge the following statement before submitting your request.) You can only request items that are not held in UEL Libraries or available electronically. Required by me for the purpose of Research or Private Study I DECLARE THAT - (a) have not previously been supplied with a copy of the same material

