

## Library Services: interlibrary loans policy

Inter-library loans are books, sections of books or periodical articles obtained from outside the University of the Arts libraries. The service is to support University of the Arts London students and staff curriculum based work or college-funded research **when these materials cannot be found within the University of the Arts libraries.**

As there are costs involved in obtaining inter-library loans the service is limited as follows:

**Undergraduate:** 10 inter-library loan requests for undergraduate degree students to support their dissertation only. Students who require more than 10 inter-library loans must pay in full for the additional requests before the requests are processed.

**Postgraduate:** 15 Inter-library loans to support their course research. Students who require more than 15 inter-library loans must pay in full for the additional requests before the requests are processed.

**Staff & Research students:** Within the confines of the budget the library will aim to satisfy all inter-library loan requests related to college research. Inter-library loans to support external courses attended by members of staff should be requested through the external institution.

**Research projects:** Costings for specially-funded projects, e.g. University funded, should include an estimated sum for inter-library loans. The relevant department(s) will be invoiced for any inter-library loans received for these projects.

- Requests are made through the library catalogue by logging in and selecting “my inter-library loans”
- The library undertakes to process requests within 3 working days of receipt whenever possible. However, we are not able to guarantee the speed the item will be received, items should therefore be requested as early as possible.
- Requests for inter-library loans will not be processed if students or staff have any blocks on their account
- Inter-library loan items **MUST** be collected or downloaded in the case of electronic articles. Failure to do so without a reasonable excuse may result in suspension of the inter-library loans service for that student/member of staff and a fee may be incurred to cover the cost of obtaining the inter-library loan.
- Inter-library loan items **MUST** be returned by the specified due date – overdue items will incur **fines of £1 per day.**
- Inter-library loan items **MUST** be returned to site where it was collected from.

Material requested on inter-library loan is subject to Copyright. A copyright declaration must be made before placing a request for an inter-library loan via the library catalogue.