

Obtaining material from other libraries

Photocopying Service

Subject to copyright, we will photocopy 1 - 20 pages of any journal article in the stock of Oxford Brookes University Library for £2.50 (each extra 10 pages @ £1 up to a 50 page limit). We will also photocopy book chapters from items in closed access special collections – subject to copyright and conservation considerations.

If you have checked the Library Catalogue and are certain that the item you want is available in our Library, then you should complete an internal photocopying request form. You can get the form from the Enquiry Desk at the Headington Library, and the counters at the Wheatley Library and the Harcourt Hill Library. A copy of the form is also provided as a Word file on the Library web pages.

Interlibrary loan service

When doing research you will certainly come across references to books and journal articles, conference proceedings, report literature and theses which are not held in the stock of the University Library. These items can often be obtained for you via the interlibrary loan service.

This service enables Oxford Brookes University Library to borrow items from other UK libraries and even abroad, including specialist libraries and institutions, eg. the British Library Document Supply Centre which supplies the majority of our requests.

Who may use the interlibrary loan service?

It is available to all members of the University, staff and students alike.

How much does it cost?

Staff, Researchers PhD, MPhil, PGTA		Students MA, MSc, MBA, Dip Course, UG 1,2,3,4	
Photocopy	£5.80	Photocopy	£2.50
Loan	£9.00	Loan	£2.50
Urgent Action photocopy	£10.00 (24hr) £15.00 (2hr)	Urgent Action photocopy	£10.00
Urgent Action book	£20.00 (24hr) £25.00 (2hr)	Urgent Action book	£10.00
Renewal	£4.00	Renewal	£2.50
Worldwide Search	Price available on request	Worldwide Search	Price available on request

The University subsidises all student requests. Payment should be made at the time of each request. Undergraduates and postgraduates on taught courses are entitled to make up to 40 requests at this subsidised rate per academic year. Over this limit we will charge the full cost of an interlibrary loan, please check with staff for details.

Charges for requests made by staff and research students are recovered from your Faculty. Please remember to always include your financial code on each request made.

A **photocopy** request is supplied to us via Secure Electronic Delivery and should be available for collection within 3 working days (subject to availability).

A **loan** is a request for a book, report, thesis, whole journal issue or conference proceeding. Because loans may be out to other users we can never guarantee a delivery time, but we often receive loans within 10 working days (subject to availability).

Urgent Action is a guaranteed delivery of 48 hours (subject to availability).

Renewals should be made via the Interlibrary Loan office at least two working days before the end of the loan period.

Worldwide Search If your request is not available in the UK it may be possible to obtain material from abroad, but this can be expensive and may take some time.

How do I request an interlibrary loan?

If you have checked the Library Catalogue and are certain that the item you want is not available in our Library, then you can

- Download a copy of an interlibrary loan form from <http://www.brookes.ac.uk/library/lending/obtain.html>
- Staff and researchers may place interlibrary loan requests electronically via the Library Catalogue.
- Complete an interlibrary loan card, available from the Enquiry Desk at Headington and the Counters at Wheatley and Harcourt Hill
 - If you are requesting a book, conference proceeding, thesis, or report you should use an **orange** card.
 - If you are requesting an article from a journal or a chapter from a book you should use a **yellow** card.
 - Please complete all sections of the card fully **including the copyright declaration on the reverse** and hand in the completed card at the Enquiry Desk at Headington or at the Counters at Wheatley and Harcourt Hill.
 - Remember to fill in the **contact** and **delivery** sections of the card.

How will I be notified when it arrives?

On the form/cards you are invited to give us your contact details. We will use these to contact you if we have any difficulties with your request and to let you know when material is ready for you to collect.

Where do I collect it from?

- Photocopies: students may indicate on the reverse of the interlibrary loan request card whether they would like to have photocopies posted to their home address or whether they would like to pick the photocopies up from the Library Counter where they placed the request. Staff and researchers will have photocopies posted internally to their pigeonholes.
- Loans: all loans must be picked up at the Library Counter where the request was submitted.

A charge of £5 is levied to students if material is not collected before the return date.

How long can I keep it?

Most items are for loan but some, like theses, are for reference only in the Library. Loans are usually for three weeks, with the possibility of renewal (see above).

Where a photocopy is supplied (usually for journal articles) this can be retained by you.

Please return loans promptly since we rely on other libraries' goodwill to lend us material. Fines will be charged on overdue items at the rate of 35p per day, plus a standard renewal charge of £2.50 (students) / £4.00 (staff and research students) for any item overdue by more than ten days.

Commercial research interlibrary loan photocopy requests

If you are doing research for a commercial purpose, there is a different form for requesting photocopies of journal articles and book chapters. There is an extra copyright fee charged for this service and this fee will be charged to the financial code entered on the request form. The fee varies (typically between £5 – £25); you can look up most material yourself on the British Library Public Catalogue: <http://blpc.bl.uk/> and check how much extra your Faculty will be charged.

Further help

If you have any difficulty with your requests, the Interlibrary Loans staff will be pleased to help. Call in at the office on the first floor at Headington or at the Wheatley and Harcourt Hill Library Counters.

Document delivery services

Some electronic information services offer full text articles and other documents which you can order using your credit/debit card. This can be a speedy and convenient way of obtaining material. However, it is often quite expensive and the Library will usually be able to obtain the same material through our interlibrary loan service.