The Inter Library Loans service helps staff and students obtain material that is not held by the University of Aberdeen. Through the national Inter Library Loan network we are able to borrow items and obtain photocopies/electronic copies from other libraries in the United Kingdom and abroad.

### Charges
Payment is required in advance for every request made. Vouchers, currently with a value of £7.00, can be purchased by Academic Units for distribution to staff or students. To allow the library to manage inter library loan commitments on library funds, vouchers purchased by Academic Units within a financial year must be used in that year (August – July). Vouchers can also be purchased by individuals from library sites.

<table>
<thead>
<tr>
<th>Type</th>
<th>Voucher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy</td>
<td>1</td>
</tr>
<tr>
<td>Loan</td>
<td>1</td>
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<tr>
<td>World Wide Search Photocopy</td>
<td>8</td>
</tr>
<tr>
<td>World Wide Search Loan</td>
<td>9</td>
</tr>
<tr>
<td>World Wide Cancellation / Failure</td>
<td>3</td>
</tr>
<tr>
<td>Urgent Action Service</td>
<td>4</td>
</tr>
<tr>
<td>External Library Members</td>
<td>£8.00</td>
</tr>
<tr>
<td>Internal orders for ILL vouchers</td>
<td>£3.00</td>
</tr>
</tbody>
</table>

### Types of material
Requests can be made for books, reports, theses, copies of patents or standards, orchestral scores, issues of periodicals or articles.

### How to make a request
Please make sure that you have checked the library catalogue at [http://aulib.abdn.ac.uk/F](http://aulib.abdn.ac.uk/F) before you submit a request. Please give full details of the item required and give your source of reference where possible. Many requests received are for items already in the University of Aberdeen’s collections. When checking for journal articles remember to check the Summary Holding statement in the Library Catalogue. This is a statement indicating the volumes and years held by the library and appears in the form below:

**Summary Holding**  
Library has v. 1, no. 1 (1934)-v. 55, no. 1 (1988)

### Online through the library catalogue
Select the Inter Library Loan tab. Identify yourself by entering your registration number and PIN. Click the Inter Library Loan tab again, then select the tab for the type of material you wish to request:

- **Book** for book or thesis requests
- **Journal** for a copy of an article or loan of journal part

**Voucher numbers** should be included with each request. When you have completed the request details, agree to the Copyright Statement and Click GO. A message telling you that the request has been successfully registered will appear on screen. If you are requesting a copy please print this page before clicking OK to complete the request process. Sign the printed copyright declaration and submit to the Inter Library Loan office (see section on Copyright below). Requests submitted without a valid voucher number or signed copyright declaration form cannot be processed.

### On paper by completing an Inter Library Loan request form
Complete a blue form for a periodical article or issue. Complete a white form for a loan or copy from a book, report or thesis. A voucher should be attached to these requests.

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**For any queries regarding internal orders of ILL vouchers please contact:**
Gillian McCreadie on ext 3866
Email: gillian.mccreadie@abdn.ac.uk

Or Nicola Dickson on ext 2585
Email: njdickson@abdn.ac.uk

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Copyright
When a request is for a copy of a journal article or book chapter, a signed copyright declaration must be completed. (A handwritten signature is needed to comply with copyright legislation as electronic signatures are not yet valid). For requests made online, the declaration should be printed, signed and submitted to the Inter Library Loan desk. Requests for copies will not be processed until the copyright declaration has been received.

Copyright
- In accordance with copyright legislation you may request only one article per single issue of a journal. If you require two or more articles from a single issue please request a loan of the complete issue.
- Please note that the standard ILL service provides copies for non-commercial research purposes only. If your request is for a copy required for commercial research purposes a copyright fee will be payable.

UK research theses requests
The British Library Theses Service has changed. The system of providing microfilm copies has ceased and UK theses are now provided through Electronic Theses Online System (EThOS) as digitised copies. The new system is available through a dedicated British Library website at http://ethos.bl.uk. For theses not available in electronic format, borrowing may be possible from the library of the awarding institution.

Collecting your requests
Requests satisfied by a photocopy may be posted directly to you, depending on the supplier. Copies from the British Library can also be delivered electronically as encrypted PDF files by Secure Electronic Delivery (SED). Let us know if you would like to use this service. You will be notified by email or post when loan items are available for collection from the library where you made your request. Occasionally items are loaned on the condition that they are consulted only within the library and are not for home use. Under no circumstances can we break this rule.

Loan periods and renewals
Items from the British Library are sent on loan for between 3 and 5 weeks. The standard loan period is usually 5 weeks. Other libraries may set their own borrowing period but most will usually give a minimum of a month. All items are subject to recall by the lending library.

It may be possible to renew a loan. The current charge for this is £3.00. Whilst there is no guarantee that our request for renewal will be approved, in most cases it will. If you do find that you will need more time please contact us at least 3 days in advance of the return date. As happens with University of Aberdeen library material, when several renewals have been requested library staff may ask to see the ILL material that is to be renewed. Please return all items that you receive on loan promptly. This is particularly important because we rely on the goodwill of other libraries to lend us material. Please contact us immediately if you are unable to return borrowed material on time. If you fail to return an item on time you will be charged £3.00.

Further information
Full details about the Inter Library Loans and Document Delivery service can be found at www.abdn.ac.uk/library/facilities/services/interlibrary-loans.

Inter Library Loans staff can be contacted between 9.00am and 5.00pm, Monday - Friday.

Address:
Inter Library Loans,
The Sir Duncan Rice Library
Bedford Road
Aberdeen
AB24 3AA
Telephone: (01224) 272581
Email: inter-library-loans@abdn.ac.uk

Progress of your requests
Check your own library record via the library catalogue at http://aulib.abdn.ac.uk/F.
Go to Borrower Record – Activities to look at a list of your requests and check on their progress. We will also notify you by e-mail or letter. If there is a problem obtaining the item then we will contact you as soon as possible.

Most requests are satisfied within 8-10 days although we cannot guarantee this. Photocopies from mainstream journals can arrive within 3-4 days. Older, more obscure material can take much longer, as do items that are ordered from abroad.