

UWS Library - Interlibrary Loans

Interlibrary loans is the service that obtains material not available in UWS Libraries from other Libraries. This material includes books, book chapters and journal articles. The service supports the learning, teaching and research needs of UWS staff and students.

Obtaining interlibrary loans from other Libraries involve costs, which the Library covers. These costs necessitate the limits listed below.

- Undergraduate: 5 interlibrary loan requests per academic year for undergraduate students to support their dissertation only. Students who require more than 5 interlibrary loans must pay in full for the additional requests before the requests are processed. Undergraduate students who require interlibrary loans for reasons other than to support their dissertation must pay in full for the requests.
- Postgraduate: 10 interlibrary loan requests per academic year for postgraduate students. Students who require more than 10 interlibrary loans must pay in full for the additional requests before the requests are processed.
- Staff and Research students: As far as the current year's budget permits, the Library will satisfy all interlibrary loans requests by staff and research students.

The interlibrary loans service is not available to external borrowers.

Requests must be submitted online to the Library using the online request form in Primo.

Requests must be submitted to the Library to allow adequate time for the interlibrary loan to be obtained. The Library will process all requests within two working days of receipt of the request. Interlibrary loan items are usually obtained within five working days of receipt of the request. The Library will notify requestor of any delays with requests being obtained.

Requests for interlibrary loans will not be processed if students or staff have any overdue loan items on their library records or outstanding library fines.

Interlibrary loan items must be collected. Failure to do so without a reasonable excuse may result in suspension of the interlibrary loans service for the student or staff. Requestors may specify a different library from their home library as collection points for their interlibrary loan items.

Returnable interlibrary loan items must be returned by the specified due date. Renewals may be possible at the discretion of the lending libraries. There may be a charge for renewals, which staff and students will be required to pay. Renewals charges will be added to staff and students' library records and can be paid using the same methods as paying for library fines.

Interlibrary loan requests are subject to Copyright regulations. Items obtained on interlibrary loan are for personal use only and cannot be shared. Further distribution of interlibrary loan items is copyright infringement.

Date of policy: 1st August 2017