

# **INTER-LIBRARY LOAN REQUEST FORM**

Please check Enterprise and the E-journals Finder for your item before requesting

| ABOUT YOU                                                                                                                     |                  |                                                                         |                     |                         |  |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------|---------------------|-------------------------|--|
| Name                                                                                                                          |                  |                                                                         | Card                | Card no.                |  |
| What are you? Un                                                                                                              | dergraduate [    | Taught Postgradu                                                        | ate 🔲 💮 A           | Associate member 🔲      |  |
| WHAT DO YOU NEE                                                                                                               | D?               |                                                                         |                     |                         |  |
| Request type Bool                                                                                                             | ≺ ☐ Jour         | nal Conference                                                          | Thesis <sup>1</sup> | Standard                |  |
| Author / Editor                                                                                                               |                  |                                                                         |                     |                         |  |
| <b>Title</b> of journal / book                                                                                                |                  |                                                                         |                     |                         |  |
| <b>Title</b> of article / chapter                                                                                             |                  |                                                                         |                     |                         |  |
| Year                                                                                                                          | Publisher        |                                                                         | Editi               | ion                     |  |
| ISBN/ISSN                                                                                                                     | Volume & part    |                                                                         | Page                | Pages                   |  |
|                                                                                                                               | o the library fo | ERED?<br>or you to collect. Choose you<br>ress via Secure Electronic De |                     | Paper copy              |  |
| SIGN THE COPYRIGI                                                                                                             | HT DECLARA       | TION <sup>3</sup> - FOR COPIES OF AR                                    | TICLES / CHA        | APTERS                  |  |
| I have read the copyr                                                                                                         | ight declaratio  | on (overleaf) and agree to abi                                          | de by its cond      | litions                 |  |
| Signed                                                                                                                        |                  |                                                                         |                     | Date                    |  |
|                                                                                                                               |                  | DERGRADUATES & TAUGHT<br>ernatively they can email the                  |                     |                         |  |
| Signed                                                                                                                        |                  |                                                                         | C                   | Date                    |  |
| PAY FOR YOUR REQ                                                                                                              | UEST             |                                                                         |                     |                         |  |
| Please attach a blue inter-library loan voucher to pay for your request - these are available from your school or department. |                  |                                                                         | Th                  | e University of Reading |  |
| Alternatively you can pay us yourself - £3 per request at the Information Desk on the Ground Floor of the URS building.       |                  |                                                                         | 11                  | HTER LIBRARY            |  |
| No refunds are possible if your item is subsequently found to be available in the Library                                     |                  |                                                                         |                     | OAN VOUCHER             |  |

©University of Reading 2017 Page **1** 

#### <sup>1</sup> PHD THESIS

UK PhD theses are available via the British Library Ethos service: http://ethos.bl.uk

If the thesis you require is not from the UK, or is not available to request for digitisation via Ethos, you may use this form to request it on inter-library loan.

### <sup>2</sup> SECURE ELECTRONIC DELIVERY (SED)

If your document is available for electronic delivery (SED) you will be emailed a link to download it from noreply@bldss.bl.uk

To get your document you first need to register for an account with British Library On Demand - follow the link in the email to register and download your document. More information on how to do this is the British Library website: http://www.bl.uk/help/how-to-register-for-on-demand

You need Adobe Reader version 10 or above installed on your computer.

Documents must be downloaded within 30 days of receiving the email. Save the PDF and you will have access to it for 3 years, after which it will expire, during that time you may print the document once. Each time you open the document you will be prompted for your BL On-Demand account username and password - an internet connection is required.

More information is available on the Inter-Library Loans webpage: <a href="www.reading.ac.uk/library/inter-library-loans">www.reading.ac.uk/library/inter-library-loans</a>

## <sup>3</sup> COPYRIGHT DECLARATION FOR COPIES OF ARTICLES / CHAPTERS

Declaration to the University of Reading Librarian,

Please supply me with a copy of the item specified overleaf which I require for the purposes of non-commercial research or private study. I also declare that:

- a) I have not previously been supplied with a copy of the same material by any Library;
- b) I will not use the copy except for research for non-commercial purpose or private study and will not supply the copy to any other person; and,
- c) to the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if this declaration is false in any material particular, the copy supplied to me by you will be an infringing copy and that I shall be liable for the infringement of copyright as if I had made the copy myself.

I understand that to enable delivery my contact details may be passed to the supplying library.

### FOR HELP CONTACT US

If you have any other queries please contact the Inter-Library Loans team by email, phone or ask at the Information Desk on the Ground Floor of the URS building (next door to the Library.) The Inter-Library Loans Team are usually available to answer more complex enquiries 09:00 – 17:00, Monday to Friday.

email: ill@reading.ac.uk

phone: (0118) 378 8786 or extn 8786

©University of Reading 2017 Page 2