

# **Birkbeck Library Interlibrary Loans Policy and Guidelines**

## **Aim**

To support the academic needs of the College community by providing Birkbeck students and staff information resources which are not available at Birkbeck Library

To contribute to academic research in higher education by lending our books and journals to other libraries

## **❖ For Birkbeck Library users**

### **Who may borrow?**

All current Birkbeck Students and staff are entitled to request an interlibrary loan.

Although the library incurs a charge, you do not have to pay for interlibrary loans. The first renewal is free, but there is £5 charge for subsequent renewals which will be added to your library account.

Requests for interlibrary loans will not be processed if you have an outstanding fine of over £25. Requests will also not be processed if you have a book which is overdue and has been invoiced to you.

### **What may be borrowed?**

You may not order anything the library already owns. It might not be possible to obtain certain materials due to copyright legislation.

Worldwide searches are free of charge for Birkbeck research students and staff. There is a charge of £30 for a worldwide search for all other students.

### **Number of borrowing requests**

You may request a maximum of 10 requests at any one time.

### **Lending period**

The lending library will set the due date, and whether or not items may be renewed. Some items may be for reference use only.

It is in your best interest to pick up interlibrary loan requests promptly upon receipt of an email notification.

If you do not return items on time or in good condition, you will be responsible for the payment of damages or fines. The fines are charged at 50 pence per day.

### **How to request an interlibrary loan**

You can submit your request using the online Interlibrary loan platform, CLIO, by following the link: <https://birkbeck.cliohosting.co.uk/> or using [our webpage](#).

You should request a renewal via the Interlibrary loan platform before the due date. You will need to [email the Interlibrary loans team](#) to renew an item once it is overdue.

### **❖ For other libraries**

### **What we lend**

We lend all items apart from reference only, short loan, one-day loan and one week loan items. We do not lend DVDs and CDs.

### **Lending period**

Our lending period is 5 weeks. Renewals may or may not be allowed for another 4 weeks depending on the demand for a particular item.

### **Contact Information:**

- [Interloans-library@bbk.ac.uk](mailto:Interloans-library@bbk.ac.uk)
- 020 7631 6363