quick start guide
Inter-Library Loan Requests

The Library offers an Inter-Library loan (ILL) service for material which it does not stock. Please check that the item you want is not available on the Library catalogue or the EJournals portal or via Google Scholar before you make an application, as there is a limit to the number of requests allowed. Also check that the item is in English, as some databases provide English abstracts for foreign language items. The service is unable to supply material published within the last six months.

The online request form is on the Library web pages. Click on Borrowing on the gold toolbar on the Library home page, select Inter-Library Loans Services, then click on the Inter-Library Loans request form link.

You need to be logged in to your library account to submit a request. Enter your ID number in the ID Number field, then your PIN and click on Login.

The request form is also available at the top of the Inter-Library loans and using other libraries page of every subject guide. There is also a Request via Inter-Library Loan button on the details page for articles/books which return a Citation Online result on Discover@Bolton.

If you are unable to use the online form, please ask at the Library Help Desk for a paper form.

Complete the online ILL request form with as much detail as possible. The fields which you need to fill in will vary according to whether the item you are requesting is a book, a journal article or proceedings from a conference.

For books, please enter the author/editor(s), title, year, edition, ISBN, publisher and place of publication in the relevant fields. You will also need the volume number if the book is part of a multi-volume work. Requests for book chapters, should also include the chapter title in the Article/Paper field and the page numbers of the chapter.

For journal articles, enter the author/editor(s), title of the article in the Article/Paper field, journal title, year, ISSN, volume and part numbers and page numbers.

It is a good idea to copy and paste from your source record to ensure accuracy. Your
source is normally the database, webpage or journal/book where you found the reference.

Requests for photocopies or digital copies of material are usually satisfied quickly, but a request for a book will take longer, so the Library asks you to supply a last useful date.

Please use the dropdown arrow to select a delivery mode for your request (see opposite).

You must read the copyright declaration on the yellow section of the form and acknowledge this by marking the checkbox.

When you have completed the form, click on the Submit button at the bottom of the form. You will receive an online confirmation of your request.

You can monitor the progress of any ILL requests you make by logging in to your Library Account and clicking on the ILL tab.

Items requested as photocopies or in digital format are normally supplied within two weeks, but there may be a delay in busy periods. Photocopies are delivered to the address on your library record or can be collected from the Library Desk during staffed hours. Digital copies can be sent by secure electronic delivery (SED) to your university email account and this is the fastest delivery method.

NB. Any document delivered by SED will be accessible for 14 days on one device only and you must be able to print out from that device, as the document can only be opened and printed once. See the Library web pages at Borrowing/Secure Electronic Delivery Service for more information.

Notification that material in hard copy format is ready for collection is sent to your university email account. Please collect it from the Library Desk during staffed hours.

A hard-copy item is normally issued for a five week loan period and renewal of the item is not possible. Please keep the wrapper slip on any ILL item which is issued to you. This shows the ILL request number and the date the item is due for return, which does not display on the ILL record information on your Library account. There is currently no email reminder service for ILL loans and you will be fined for late return of material.

All ILLs are supplied on the basis that they will NOT be used for commercial purposes. If your research will be used, directly or indirectly, to support income-generating activity, please seek advice from Library staff.

Further support and information: for help during Library opening hours, please speak to a member of staff at the Help Desk. Tel: 01204 903094 or email illrequests@bolton.ac.uk