

# DOCUMENT SUPPLY & INTER-LIBRARY LOANS REQUEST FORM

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UNIVERSITIES  
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## For University of Kent and Canterbury Christ Church students only:

Christ Church Canterbury                      Christ Church Salomons                      Christ Church Broadstairs                      Kent Templeman

Title of Book/Journal (Please print clearly, do not use abbreviations):			Classmark:
Article Title (Please print clearly, do not use abbreviations):			Barcode Item No:
Author(s):			
Volume:	Part:	Year:	Pages:
Publisher:		ISBN/ISSN:	DSC No:
<b>British Library supplied journal articles are sent via secure email delivery to your university email address (NOTE: YOU WILL NEED TO DOWNLOAD THE LINK IN THE EMAIL WITHIN 30 DAYS AND CAN ONLY PRINT ONCE)</b>			

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# GUIDANCE NOTES

## Filling in your request form

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- Fill in all relevant details of the requested item. **Please print clearly and do not use abbreviations**
- For books you must include the title, year and author.
- For journal articles you must include the journal title, article title, author, volume, year and page numbers.
- Read the copyright declaration information on the form and sign to confirm your acceptance. A copyright declaration must be signed to comply with UK copyright law (further information on copyright legislation is available on the British Library or CLA websites)
- Ask your tutor or other designated person to authorise your request form (please note that some schools restrict the inter-library loan facility, for example, to final year students or for work relating to a dissertation). **Requests for items for Christ Church and Kent do not need tutor countersigned signatures.**
- All signatures must be original to comply with copyright and financial regulations. We cannot accept electronic forms.

When you are satisfied that you have followed the above steps, hand your completed form in at the Welcome Desk.

## Timeframe for delivery

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Document Supply and Inter-Library loan (ILL) requests can take up to three weeks to arrive, so it is advisable to bear this in mind when planning your work.

Generally, however, journal article usually arrive within three to five days and books three to four days.

If an item is on loan to another reader it may take longer to arrive. We will notify you of any delay.

## Collection/delivery

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### *Books and photocopied journal articles*

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### *Secure Electronic Delivery (SED) Articles to your PC*

The article will be sent to your university e-mail address. Note that you will need to download the article from the link in the forwarded British Library e-mail.

## Other information

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For other information on costs, renewals, and returns together with information on SED delivered articles, please see the Document Supply webpages.

For information on borrowing from Christ Church or Kent Templeman libraries (CCCU and Kent students only), please see our Borrowing webpages.