

## **Stock not in Cambridgeshire Libraries**

### ***Requests for purchase and inter-library loans***

If you have searched the catalogue and cannot find what you want, you can make a request for books and journal articles not in stock in Cambridgeshire through the inter-library loan system.

The charge for this service is **£8.00 per book**. Items only available from the British Library cost £13.85. The standard reservation fee is charged if the book is purchased for stock and the inter library loan fee is not charged. Customers can also suggest stock for purchase. You can choose to collect your inter library loan from any library except mobile libraries and Library Access Points.

### ***Suggesting stock for purchase***

We will buy books and other items not in the Cambridgeshire stock that are available for purchase and are suitable for adding to permanent stock. To suggest new titles, please use the new stock suggestion form or speak to library staff.

### ***Borrowing books using inter-library loan***

For books not available or unsuitable for purchase, we will try and get a copy from another UK library through the inter-library loan system. This can sometimes be a lengthy process. Please check with a member of staff if you have not received your book within six weeks.

Books can be ordered either by using the online request for book not in stock form or by asking staff at your local library.

### ***Obtaining journal articles using inter-library loan***

Journal articles or chapters from books obtained on inter-library loan are for private study use only. To place a request, speak to library staff or complete the online journal article request form. Important: all requests must be accompanied by a signed photocopy request form, available via the online request form. The completed form should be handed in at your library or posted to:

Interloans Service  
Roger Ascham Library Site  
Ascham Road  
Cambridge  
CB4 2BD

We cannot place a request for your article until we receive this form. Photocopied articles are usually obtained promptly within ten days of request and are yours to keep.

**How will you let me know when my inter-library loan is ready to collect?**

We will email you when your request is available. If you do not have email we will send a letter to your registered address.

Requests are held for ten days at your chosen library. Uncollected requests are returned to the owning library and will still be charged.

Interlibrary loans can be collected from Library Access Points and mobile libraries (items delivered on a weekly basis).

**How long can I keep an inter-library loan?**

That will depend on the issuing library. Books from other libraries may have a short loan period and may not be available for a standard 3 week loan.

Occasionally books are not available for home reading and are restricted to 'in library use only'.

Periodical articles are yours to keep.

**Can I renew my inter-library loan?**

We are happy to request a renewal for your inter-library loan free of charge.

Please make your renewal request before the due date, as we may not always be able to obtain an extension.

**What happens if I return my inter-library loan late or lose my interlibrary loan?**

Standard overdue charges apply to inter-library loans and you are liable for any overdue charges made by the owning library.

If you lose an inter-library loan item, charges made by the owning library will be passed on to you. The British Library charges over £156.50 for a lost book (March 15).

**Can I borrow DVDs, CDs or spoken word on interlibrary loan?**

No, these items cannot be borrowed from outside Cambridgeshire but may be considered for purchase.