

## Inter-Library Loans

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### What are Inter-Library Loans?

An Inter-library loan is a way of borrowing a book or journal article from another library when it is not stocked in the College Library. Requests can be made by students or members of staff.

All Inter-library loan requests must be directly related to your course of study at Loughborough College.

### What can be borrowed?

**Books:** These usually take 7 - 10 days to arrive. Sometimes you may have to wait longer if the book is popular.

**Journals:** These usually take 3 - 7 days to arrive. You can keep copies of articles but occasionally the original journal will be sent which you will need to return.

### How many loans are allowed?

A maximum of 2 journal articles can be requested at any one time and/or 1 book.

### How do I make a request?

- Ask the library staff for a request form or download the [Inter-Library Loan Request Form](#)
- Complete the form, making sure that you have provided as many details about the item as possible. The more information you give, the quicker the item will be supplied.
- Students will need to get the form signed by their tutor (i.e. teacher who's class it's for)
- Remember to leave your contact details, student number, name and email address.

### How do I know when it has arrived?

The library will contact you by email when the item is ready to collect. The length of time that you may keep the item depends on the library which has loaned it. Usually this is between 1 - 2 weeks.

It is important that you return the item by the date specified on the date label.

### Overdue Items

If a loan is returned late, you will have to pay any costs which are imposed by the lending library.

### Lost Items

If you lose an item then ALL replacement and administration charges made by the lending library will be payable by you.

### If You Need Help

Phone: 01509 618318

Email: [Library@loucoll.ac.uk](mailto:Library@loucoll.ac.uk)