

## **Script for how to request digital articles and book chapters from external libraries**

The inter-library loan service has a new rapid delivery system of digital documents directly to your university email account. Let me show you how it works.

Step 1. Sign into your library account using the Library catalogue. You'll need to log in using your university username and password.

Step 2. Please check the Library catalogue to ensure that we do not already have the material you require. You can start your search for digital material directly in the Library catalogue.

Step 3. If the search doesn't yield the correct result, click on Expand My Results under the filter my results section.

Step 4. Select the title of the item you want. If no full text is available, scroll down to "Get it" and choose request this item from another library.

Step 5. The citation details are automatically filled in. Check these are correct, read and agree to the copyright statement and choose 'request'.

Your item is now requested, it should be in your inbox within 24 hours, often with 12 hours.

If you still can't find the item after expanding your results in the catalogue, go to the inter-library loans home page and fill in the request form. For further advice, email the Inter-Library Loans team for help.