

Using Other Libraries

This document is a guide to accessing materials e.g. Journals articles, Theses from other libraries either by making a request for items to be borrowed or by visiting them directly. This is particularly useful if the University Libraries do not hold copies of material you require for your academic studies.

VISTING OTHER LIBRARIES

As a member of the University of Bradford you may have the opportunity to visit other institutions' libraries, which are either closer to your home or have research materials you require for your academic work.

SCONUL Access Scheme

The Society of College, National and University Libraries (SCONUL) Access Scheme offers access to libraries of other higher education institutions in the UK and Ireland which are members. The scheme provides:

- Access to 170+ libraries (and constantly growing).
- Coverage of all parts of England, Scotland and Wales and Ireland.
- Borrowing access for staff, researchers, taught postgraduates, part-time, distance learning (DL) and placement students.
- Reference access for full-time undergraduates.
- No limit to the number of libraries a user can join.
- One simple procedure for joining.

Your right at each library will depend on which band you fall into:-

- **Band A:** Academic staff and research students.
- **Band B:** Part time, distance learning and full time undergraduates who are on placement for more than 10 weeks.
- **Band C:** Full time taught postgraduates.
- **Reference:** Full time undergraduates.

How to Apply for a SCONUL Card

1. Check whether a University Library you want to use is a SCONUL member at: www.sconul.ac.uk/members/institutions/
2. Download the application form from their site at www.access.sconul.ac.uk/users_info/application_html or pick one up from the J B Priestley Library Welcome Desk or the Management Library
3. Return your completed application form to the J B Priestley Library Welcome Desk or the Management Library, where you will receive the appropriate card.

Note: Licensing requirements deter most Universities offering visitors access to their network including the internet, online journals etc. The few exceptions are listed at UK Computing PLUS: www.uklibrariesplus.ac.uk/ukcp/

SCONUL Vacation Access Scheme

During vacations, students from the University of Bradford may have access to SCONUL member libraries. For a current list of members see:

www.sconul.ac.uk/using_other_libraries/vacation.html

The web page includes links to all the member libraries, so that you can check opening hours and collection strengths etc. Admission is by student card.

British Library Document Supply Centre (BLDSC)

It is possible to visit in person the reading room at the BLDSC from which many Inter-library loan items are obtained.

As it is not possible to visit the shelves directly, you are required to give notice of your intended visit and complete request forms for the items you wish to use. Requested items will be made available to you in the reading room and cannot be borrowed.

More information is available from: www.bl.uk/reshelp/inrooms/bspa/bostonspa.html

Bradford College Library

Reference use of the Bradford College Library is by prior arrangement. Please ask at the J B Priestley Library Welcome Desk.

BORROWING FROM OTHER LIBRARIES

The University of Bradford Library offers an inter-library loans service. Using this service student and academic staff can request to borrow research materials which they require for their academic work, but which the University does not hold.

Inter-library Loans

This service aims to locate requested materials from other universities and the British Library Document Supply Centre (BLDSC).

Items are supplied either electronically or in paper form, which may be as a photocopy in the case of journal articles for example. For items such as books and theses, loan periods vary and are determined by the lending institution. It is possible to renew items, for which the entire cost will be passed onto the borrower. Request forms are available from both branches of the University library.

The University heavily subsidises this service, however a small fee is payable as a contribution towards the cost:

£4 Academic Staff

£2 All Students (inc. Research)

For more information go to: www.brad.ac.uk/library/interloans/index.php or contact Inter-library Loans directly:

Inter-Library Loans
J B Priestley Library
Richmond Road
Bradford
West Yorkshire
BD7 1DP

Telephone: 01274 233301

Email: interloans@bradford.ac.uk