



South Western Regional Library Services CIO

SWRLS Guide to inter-lending

Introduction

All SWRLS member library services are required to lend material to other SWRLS members free of charge. This is within any national exclusions, copyright legislation and individual services' policies. To prevent some organisations becoming overused, services may put a cap on the number of items lent to another member in any given year.

Finding items

There is no single search facility that covers all SWRLS member libraries holdings. The following union catalogues may help identify items held by SWRLS libraries:

- [Jisc Library Hub Discover Service](#): the Discover service brings together the catalogues of over 100 major UK and Irish libraries. In a single search you can discover the holdings of the UK's national libraries (including the British Library), many university libraries and specialist research libraries, such as The National Trust. It is managed by [JISC](#).
- [WorldCat](#): WorldCat is a global network of library content and services. It includes books, music and digital items such as audiobooks. It is managed by [OCLC](#). It is advisable to also check listings are correct with individual libraries. OCLC also manages other modes of resource sharing facilities including [WorldShare Interlibrary Loan](#).
- [Encore!](#): this is a national catalogue of performance sets of both vocal and orchestral music.

In addition, most SWRLS libraries' catalogues are available to search individually through the links on the [members page](#) of the SWRLS website.

Borrowing process

Having identified a library that holds a required item, it is advisable to double check that library's catalogue and then make contact by email or phone to check whether the item is available to borrow.

If you have questions or can share knowledge relating to ILL please be in touch with the SWRLS Coordinator: coordinator1@swrls.org.uk.

Supplying items

The cost of postage and packaging is shared by the lending and borrowing libraries - the lending library paying to supply and the borrowing library paying to return. The supply of online materials,

such as journal articles, and photocopies are at the discretion of the lending library and within any relevant copyright legislation.

Charges for non-SWRLS ILL

British Library:

Due to the cyber-attack the British Library's interlibrary supply service is currently limited. More information is [here](#). Updates to British Library services will be available [here](#).

The following information will be updated when more information becomes available.

Items supplied by the British Library SWRLS members receive the following reduced rates as being for the Public Good (2020/21 rates):

- Standard service electronic source and supply - £5.70
- Standard service scanned-from-print electronic delivery - £10
- Standard service mail delivery - £11.50
- Standard service loan - £16.10
- Loan renewal - £5.35
- Lost item (incl variable administration fee) £182.80
- ILL Handling Charge £1.20+VAT

For other charges, please see link to [British Library charges](#).

CONARLs is a co-operative of national and regional library organisations that helps facilitate the Inter-Regional Unit (IRU) [inter-lending scheme](#). Items supplied through the [IRU scheme](#) are charged at £6.00 per item (2024)

Other useful links

[The Forum for Interlending and Information Delivery](#) (FIL) has a newsletter and email discussion list with the aim to promote and advance inter-library loans.

Further information on inter-library lending can also be found on [The Combined Regions](#) website, which includes information about [alternative and accessible formats](#).

