



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.
- [Unity UK](#): Unity UK is a national network for resource sharing covering public, academic and specialist libraries. It provides a facility to cross search COPAC, the British Library Integrated Catalogue and Revealweb at the same time as the UnityUK data. It is also a sophisticated inter-library loans management system that interoperates with most library management systems and offers a fee based management system for ILL. Only subscribers to UnityUK may access the catalogue. It is managed by OCLC.
- [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.

To make wider search requests to the membership, and to share knowledge and questions relating to ILL, members can use the dedicated SWRLS ILL JISC email list at swrlsill@jiscmail.ac.uk. Go to <http://www.jiscmail.ac.uk> to join the list and for information about JISC usage and privacy policies.

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. [The Forum for Interlending and Information Delivery](#) (FIL) has some useful [best practice](#)

[guidance](#) on inter-library loans which can be adapted to suit working practices across library services.

Further information on inter-library lending can also be found on [The Combined Regions](#) website, which includes information about the [Joint Fiction Reserve](#), [Locating Fiction in English](#), [Non-English Language Fiction](#) and [alternative and accessible formats](#).

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:

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 vatable administration fee) £182.80
- ILL Handling Charge £1.20+VAT

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

CONARLS: items supplied by [CONARLS](#) members through the [IRU scheme](#): £6.00 per item (2019/20)

Useful links

[UnityUK website](#)

[Research libraries UK \(RLUK\) website](#)

[Combined Regions website](#)

[Jisc Library Hub Discover service](#)