Placing an Inter-Library Request

An online form is available for Bodleian readers to place requests for items not held by the Bodleian Libraries. Before submitting a request it is important to undertake a thorough search of SOLO to ensure there is not already a copy in Oxford.

To access the form go to [https://solo.bodleian.ox.ac.uk/interlib](https://solo.bodleian.ox.ac.uk/interlib) where you will be asked to log in with your Single Sign On or your Bodleian Libraries login.

1. Select the type of material you would like to request by checking one of the Type of Item options
2. Complete all the fields you can for the resulting form. More information will help our team track down an available copy in other libraries.

3. For physical loans please select a location for delivery.

A physical location is not required for articles/chapters. If the library supplying specifies only a paper copy must be supplied then we will contact you to verify the best address.

4. Enter your PCAS account details. You can check your balance or top-up your PCAS account from the links provided.

Standard requests for current members of Oxford University cost £5.00 per request for materials held in the UK. Full list of charges are available [http://www.bodleian.ox.ac.uk/using/ill/prices](http://www.bodleian.ox.ac.uk/using/ill/prices). If other charges apply, e.g. for requests that need to be sourced abroad, staff will contact you to discuss.

You will not be charged if the item is not supplied.
The form will use the email address from our library system. You can provide an alternative address but please note that this will used for all future library correspondence.

When the request is sent you will receive a confirmation email and the default charge will be deducted from your PCAS account. This will be refunded if it is not possible to supply the item.

The request can be tracked on your SOLO MyAccount record and you will receive an email when the item is ready for collection.

For further information please contact our Inter-Library Request team at ill@bodleian.ox.ac.uk