

INTERLIBRARY LOANS

THE NATIONAL AND UNIVERSITY LIBRARY OF ICELAND

Arngrímsgata 3
107 Reykjavík

E-mail: millisafnalan@landsbokasafn.is

ILL staff members:

Erlendur Már Antonsson erlendur@landsbokasafn.is Tel.: 525-5732

Jóhann Heiðar Árnason johann@landsbokasafn.is Tel.: 525-5730



Interlibrary loans

If an item is not available at the *National and University Library of Iceland* (NULI) users can request it through Interlibrary loans.

Please check leitir.is, the library catalogue, and the *Find Journal* catalogue at the library's website, landsbokasafn.is before you place an order

Requests from Icelandic libraries

You can order an interlibrary loan from another Icelandic library directly from leitir.is

You have to be signed in to order items through leitir.is. To sign in use your user ID and a password assigned with your library card. If you do not know your user ID or password please contact the service desk on 2nd floor, email: utlan@landsbokasafn.is.

Once you've signed in locate the desired item and press **Locations & requests**. Press **Interlibrary loans** and then under **Request options** ILL. Choose **Desired media** and press **Request**.

Requests from foreign libraries

If desired item is not found on leitir.is you can make an interlibrary loan request by pressing **Interlibrary Loans on Loans** on the homepage at leitir.is. You don't need to be signed in to do this.

Fill out the form that appears. All fields marked with a star* must be filled.

- Type your **Social security number** without a hyphen.
- Choose **Requested media**.
- Choose **Landsbókasafn Íslands - Háskólabókasafn** from the list under **Library**.
- Once you've filled out the form press **Order** to send your request.

If more items are required simply repeat the process.

If the edition is important, please state the edition number you require.

If the citation is inadequate, a delay can be expected.

Interlibrary loans and document delivery services are always fee-based, including unclaimed items.

Items that may be difficult to obtain

Entire journal volumes or issues are often not available for loan, photocopies of articles are supplied by interlibrary loan. A separate request must be submitted for each article.

Audio-visual materials are not usually available through ILL

Items that holding libraries consider too old, brittle or fragile or are located in their special collections are usually not lent but are sometimes possible to borrow for in-house use only.

Delivery time

Articles usually take 2-5 days to arrive, **Books** from Icelandic or Nordic libraries usually take 7-14 working days to arrive. Items requested through other libraries usually arrive within three weeks, although difficult-to-obtain items may take longer. Delivery time is related to the lending library's procedures, availability of materials, and the delivery service used. Please be sure to allow enough time to receive requests.

Users will be notified by email when the items arrive.

Loan period

If the item is a photocopy, users can keep it permanently.

For books or other items, the lending library sets the length of time and any special conditions of the loan, such as library use only or non-renewability. To request a renewal, contact the ILL office, a few days before the due date millisafnalan@landsbokasafn.is

How much does it cost?*

Articles

- 1-20 pages ISK 1.200,-
- 21-? Pages ISK 2.400,-

Books:

from an Icelandic library ISK 1.200,-
from a Nordic library ISK 2.400,-
From libraries outside the Nordic countries ISK 3.600,-

*** Students and staff at the University of Iceland get a 50% discount.**

Should you lose or damage a book from another library compensation charges depend on the holding library's demand, although never less than 8.000 ISK.

Material that is not picked up and paid for will be charged.