

## INTERLIBRARY LOANS

THE NATIONAL AND UNIVERSITY LIBRARY OF ICELAND

Arngrímsgata 3

107 Reykjavík

[millisafnalan@landsbokasafn.is](mailto:millisafnalan@landsbokasafn.is)



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

Please check whether the book or article is available before you request it through interlibrary loans.

To see if the item is available at the library use [lbs.leitir.is](https://lbs.leitir.is).

If the item is not available, check if it is available from another Icelandic library, by using [lbs.leitir.is](https://lbs.leitir.is) and choose *All material* in the search bar. If the item can not be found there it can be ordered from a foreign library.

To request an interlibrary loan users must be signed in to [lbs.leitir.is](https://lbs.leitir.is) with their username or Island.is authentication.

### ***Requesting materials from Icelandic libraries***

After signing in to [lbs.leitir.is](https://lbs.leitir.is), search the material you want to request. Under **How to get it** select **Resource sharing**.

- Fill out the requested fields
- For *Pickup location* select **Lbs-Hbs Þjóðarbókhlaða**

Finish the request by selecting **Send request**.

### ***Requesting materials from foreign libraries***

If desired item is not found on [lbs.leitir.is](https://lbs.leitir.is), you can make an interlibrary loan request by pressing **ILL request** on the homepage of [lbs.leitir.is](https://lbs.leitir.is), after you signing in.

- Fill out the form
- All fields marked with a asterisk (\*) must be filled
- For *Pickup locations* select **Lbs-Hbs Þjóðarbókhlaða**

Finish the request by selecting **Send request**.

If more items are required simply repeat the process.

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

*If information 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 usually 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 usually not 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 working 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 2-4 weeks, although difficult-to-obtain items may take longer. Delivery time is related to the lending library's procedures, availability of items, 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 at [millisafnalan@landsbokasafn.is](mailto:millisafnalan@landsbokasafn.is).

### ***How much does it cost?***

Information about interlibrary loans fees, are on the library website.

Borrower also pays postal rate

\* 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 there is a minimum [fee](#).

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