Inter Library Loan Service – Policy & Terms

This inter-library loan service provides access to materials which we do not hold in our Library collection, but which are found to be relevant and important to the research of BPP students or staff. We can request copies of journal articles or book chapters, and in some cases we can borrow whole books, from the British Library.

All academic staff, and students on the following courses are welcome to make up to 4 requests:

<table>
<thead>
<tr>
<th>School</th>
<th>Programme</th>
<th>Module 1</th>
<th>Module 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business School</td>
<td>All BScs</td>
<td>Competitive Issues and Research</td>
<td>Business Integration Project</td>
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<tr>
<td>Business School</td>
<td>MSc A+F</td>
<td>Business Research Skills and Consultancy Project</td>
<td>Portfolio Management</td>
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<tr>
<td>Business School</td>
<td>MSc Management</td>
<td>Business Research Plan</td>
<td>Knowledge Management and Information Systems</td>
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<tr>
<td>Business School</td>
<td>MSc International Marketing</td>
<td>Consumer Behaviour</td>
<td>Competitive Intelligence for Marketing</td>
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<tr>
<td>Business School</td>
<td>iMBA</td>
<td>Entrepreneurship</td>
<td>Successful Innovation and change</td>
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<tr>
<td>Law School</td>
<td>GDL</td>
<td>IRE Assessment</td>
<td>N/A</td>
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<tr>
<td>Law School</td>
<td>LLM</td>
<td>All</td>
<td>All</td>
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<tr>
<td>School of Health</td>
<td>BSc Psychology</td>
<td>Final year dissertation</td>
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<tr>
<td>School of Health</td>
<td>MClinDent</td>
<td>All</td>
<td>All</td>
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If a student on one of the above courses wishes to submit more than 4 requests, or a student from a different course wishes to make a request, then approval will be sought from their supervising tutor.
The service will run according to the following process:

**Responsibilities of the requesting student or staff member:**
- Requesters must ensure that they have checked the Library Catalogue and subscriptions for any other/similar items that they could use.
- Requesters must agree to use the copied or loaned item for their own private research/study only, and must not make any further copies or pass it on to any third parties.
- For loaned items, requesters must agree to access the item only within the specified BPP library, and must agree to relinquish use of the item, or request a renewal, in advance of the due date.
- The costs of any damage or loss of items is the responsibility of the requester.

**Responsibilities of the supervising tutor:**
- Should a student require more than 4 Inter-Library Loans during their course, we (LIS) will approach their supervising tutor for approval.
- The supervising tutor must consider requests received by students for their relevance and importance to their studies, and also whether there are any feasible alternative sources which could be used.
- If the request is deemed necessary, the tutor must inform the LIS team, and we will then process the request as shown above.
- Any queries regarding the request should be sent to copyright@bpp.com.

**Responsibilities of LIS:**
- Upon receiving a request, LIS will carry out checks to ensure that we do not already have access to the requested material via any of our collections or subscriptions.
- LIS will submit the request to the British Library via their Document Supply Service.
After the order has been placed, LIS will email the requester to confirm and advise of expected delivery time.

The item will be sent by the British Library directly to the LIS team, who will download the electronic copy and retain a copy in our files and also forward this copy to the student. Books will be delivered directly to the specified site and the requester will be notified when they are ready to access in the Library.

Books will initially be available for 5 weeks, but an extension/renewal can be arranged by contacting copyright@bpp.com or speaking to a member of Library staff. When the book is due to be returned, the LIS team will ensure that it is appropriately packaged and posted to the British Library ahead of its due date.

Costs

- The cost of the scanned/electronic document or loan of the book will be paid for by LIS.
- The standard fee (according to the BL 2015/16 pricing structure) for borrowing a book is £15.35; for having an item scanned & sent electronically it is £10.50; and for having a digital item sent electronically is is £5.25. VAT is also added to these prices. The BL’s current price lists can be found at http://www.bl.uk/reshelp/atyourdesk/docsupply/help/pricing/index.html
- Loss or damage to an item – if a student loses or damages a borrowed item while they are using it, they will be responsible for any fees incurred. The amount charged will vary depending on the item, however it is expected that users will pay the cost for replacing or repairing items as appropriate.

Contact

- For any queries relating to the Inter-Library loan process, or to follow-up any requests, please contact copyright@bpp.com