Online Requesting

The Library provides a facility for staff and research students to request books and articles online

This can be done in two ways:

- via QCat
- via QConnect

Requesting via QCat:

- check QCat to ensure the item is not available in the Library

- go to the 'Inter Loan Request' button on QCat

- enter your borrower number and password to Logon and follow the 'Place Inter-Library Loan request' link

- enter the appropriate details

- select the library you normally use from the drop down list; failure to do this will result in a delay in processing your request

- click 'I agree'

- a deduction will be made from your School or Division's Inter-Library Loan allocation

Requesting via QConnect:

Items can be requested directly from database search results

- complete your subject search

- click **QConnect** for options

- click 'Go' at 'QCat holdings' to check for availability in the Library

- for items which are not available click 'More Options'

- click 'Go' at 'Request document via Inter-Library Loan'

- you will be asked to login again

- the request form will then be automatically completed

- enter your QUB email address

- click 'I accept'

- a deduction will be made from your School or Division's Inter-Library Loan allocation

Undergraduates, postgraduate taught students and teaching assistants requiring Inter-Library Loans should:

- complete the online form or a paper Inter-Library Loan request form

- take the completed form to their School Manager who will arrange authorisation

- hand the form to the Library affiliated to their School

Help

Queries should be referred to the ILL department in any of the libraries listed below:

AFBI Library – Newforge   028 9025 5227
agric.inter@qub.ac.uk

AFBI Library – Stormont   028 9052 5622
vetsci.inter@qub.ac.uk

Biomedical Library   028 9097 2710
biomed.ill@qub.ac.uk

Medical Library   028 9063 2551
med.ill@qub.ac.uk

The Library at Queen's, College Park 028 9097 6135
collegepark.ill@qub.ac.uk