“I WANT THIS”: HOW TO GET BOOKS AND JOURNAL ARTICLES FROM THE BRITISH LIBRARY

The portal home page has simple and advanced search options.

If you search the Social Welfare Collections or All Collections, most of the results returned will be for books, journals, articles and reports in our stock.
You can consult these in the British Library’s reading rooms if you are a registered user. These notes offer some help with what to do if you not have a reader’s pass or cannot visit the Library in person.

**Getting Hold of Books and Reports**

The British Library does not lend books or reports to individual customers, but your public, organisational, university or college library will be able to borrow it for you unless we only have a reference copy in stock. Please make a note of:

- The author(s)
- The title
- The publisher and date of publication
- The ISBN
- The British Library shelfmark

Then consult your librarian or information officer!

If the British Library does not have a loan copy, you will need to register as a reader and consult the book in a reading room at our London site. Our London address is:

96 Euston Road  
London  
NW1 2DB  
Tel: +44 (0)207 412 7000 (switchboard)
Our Reader Registration office, on the Upper Ground Floor at St Pancras, is open Monday to Saturday and you will need to visit us in person, bringing the required documentation to establish your identity and address, to register and obtain your pass. For a full explanation of how to register as a reader, please follow the instructions at http://www.bl.uk/reshelp/inrooms/stp/register/howreg/howtoregister.html.

You will then be able to use the reading rooms to consult any book or report in stock. Please note that a lot of our stock is not held in London and you will need to allow 48 hours for delivery. The Automated Book Requesting System will tell you the delivery time when you order. But, once you have your reader pass you can order material from your home or office in advance of your visit.

To order the book or report for consultation in a reading room, please click on the “I want this” tab and choose option 1.

Readers must be logged in to request items. To log in from Explore the British Library, click on the log in button on the top right of the screen, and enter your id and password in the on screen form.

For a step by step instructions on requesting printed items, please see our guide at http://www.bl.uk/catalogues/search/pdf/readerrequest.pdf

Getting Hold of Journal Articles
The British Library has subscriptions to XXXX online journals, but at present these can only be consulted in our reader rooms due to licensing restrictions. However, copies of articles cited in Explore the British Library can be obtained through our document supply services. You can either ask your librarian to order the article for you or pay by credit card to have it delivered to your home or office. If you choose to ask your librarian, they will need:

- The names of the author(s)
- The article title
- The title of the journal
- Details of the issue where the article appears, i.e. volume number, year and pages
- The British Library shelfmark

If you would like the article delivered to your home or office, click on the “I Want This” tab and choose option 2.

You will then be taken to British Library Direct. Please follow the on-screen instructions to buy a copy of the article.
If you are a new customer, you will need to register to create an account. Otherwise, please enter your email address and password.
You will then be asked to choose a price and delivery options and to add the order to your basket:
The contents of your basket and the cost of the order(s) are shown on the next screen, and you will be invited to proceed to the checkout:
At checkout, click Next to go to NetBanx’s secure server and enter your credit or debit card details:
Please check the details below and click 'Next' to enter your credit or debit card details.

**Order details**

- **Customer name**: Miss Jennie Grimshaw
- **Order reference**: R2RG0A000003/1/98023
- **Value of order**: £19.15
- **Total VAT**: £3.83
- **Total payable**: £22.98

**Delivery details**

Items to be sent by mail or email will go to the address you have specified for each item in the order.

Click **Next** to go to NetBank's secure server and process your credit or debit card details with complete confidence.

Next  Cancel
Once your Bank has approved your transaction, your order will be despatched.

If you are a British Library registered reader, you can also order the journal issue or volume to be delivered for consultation in a British Library Reading Room. Choose option 1 and follow the subsequent on screen ordering instructions:
J.M. Grimshaw

30th Dec. 2011