

# EXPLORE THE BRITISH LIBRARY: How Readers request items to the Boston Spa Reading Room

<http://explore.bl.uk>

To request items to the Boston Spa Reading Room, you must [Log in](#) to our main catalogue, [Explore the British Library](#). To log in:

- Click the **Log in** link in the top right-hand corner of the screen:

Guest ★ My workspace Personal settings

**Log in**

## EXPLORE THE BRITISH LIBRARY

Search, view and order from our catalogues & collections

You will see the Login Screen:

### Account Login

**Are you a registered Reader?**

You cannot log in to Explore the British Library until you upgrade to a British Library Online Account.

[Find out more](#)

**Log in - British Library Online Account users**

Username  [Forgotten username?](#)

Password  [Forgotten password?](#)

[Change password or edit account preferences](#)

[Need help?](#)

**Newly registered Readers please note:** Before you can first request items to a reading room you need to [upgrade your Reader Number to a British Library Online Account](#). You need only do this once and it will only take a few minutes.

If you have upgraded your Reader number to a British Library Online Account:

- Enter your 'username'
- Enter your 'password'
- Click the **Log in** button.

You will be taken back to the home page of Explore the British Library, ready to start searching.

Readers who have upgraded their Reader number to a British Library Online Account but who have forgotten their username and/or forgotten their password, or wish to change it, click on the **Change password of edit account preferences** link and follow the instructions.

## How to request items

Only items shown as available for delivery to Boston Spa can be viewed in the Boston Spa Reading Room.

**NB:** You cannot see whether an item is deliverable to Boston Spa until you have added it to your Basket. Where we have more than one copy of an item, choose the item with a delivery time of 48+ hours.

Having found the item you wish to request:

- Click the **I want this** tab
- Click the **Go** button to deliver the item to the Library's Reading Rooms:



The screenshot shows the item page for 'NFDC yearbook'. The title is 'NFDC yearbook' with a star icon. Below it, the publisher is 'National Federation of Demolition Contractors (Great Britain)' and the title is 'Wallington : Contract Journal, 1990- [S.I.] : Demolition Publications'. There is a 'Journal' icon on the left. The navigation tabs are 'Details', 'I want this' (selected), and 'Notes & Tags'. A 'Send to' button is in the top right. The main content area asks 'Which of the options below can I use?' and has a section 'Deliver item to'. Under this section, there is a radio button next to 'The British Library's Reading Rooms (for registered Readers only)' and a red 'Go' button. A note below says 'NB: You need to be a registered Reader in order to request items to a Reading Room. Our website has information on registering and help with requesting.'

A new browser window will open, displaying brief item details along with availability. The Items Details screen may differ depending on the item requested.

## Item Details

We may have more than one copy of the item; where we do the radio button for the first item will be selected:

**NB: Delivery times for the Boston Spa Reading Room are 48+ hours and may differ from those shown below**

|                      |  |
|----------------------|--|
| <b>Title</b>         | CRITICAL ISSUES IN AMERICAN PSYCHIATRY AND THE LAW.                      |
| <b>Author(s)</b>     |  |
| <b>Item holdings</b> | <a href="#">[View]</a>   |
| <b>Notes</b>         | 3487.454300: VOL. 3, 1987- 7, 1990 *A=1<br><a href="#">[Show all...]</a> |

| Shelfmark      | Availability                   | Delivery time | Select                           |
|----------------|--------------------------------|---------------|----------------------------------|
| YC.1986.B.2042 | Item is available for ordering | 70 mins       | <input checked="" type="radio"/> |
| 3487.454300    | Item is available for ordering | 48+ hours     | <input type="radio"/>            |

[Request for today](#) [Add to basket](#)

Note, if the item you wish to request has multiple parts and a part has already been selected by another reader, the parts selected (and therefore unavailable to you) will be displayed.

- Select the radio button of the item you require:

| Shelfmark      | Availability                   | Delivery time | Select                           |
|----------------|--------------------------------|---------------|----------------------------------|
| YC.1986.B.2042 | Item is available for ordering | 70 mins       | <input type="radio"/>            |
| 3487.454300    | Item is available for ordering | 48+ hours     | <input checked="" type="radio"/> |

[Request for today](#) [Add to basket](#)

**NB:** You may be presented with options to Request for today or Add to basket. You **must** select [Add to basket](#); you cannot 'order for today' as orders to the Boston Spa reading Room have a minimum delivery time of 48 hours.

If the item is a newspaper, where a different shelfmark is allocated for each year held, the Item Details screen display is:

**NB: Delivery times for the Boston Spa Reading Room are 48+ hours and may differ from those shown below**

**Title** Islington gazette.  
**Notes** Newspapers :no. 14195- (27 May 1926-); Print issues are not available for conservation reasons where an alte...  
[\[Show all...\]](#)

**Search a year range**

From:  To:    Include restricted items

You have to search for the year you require and select the relevant copy from the list provided.

To search for the years available:

- Select a year from both the **From** and **To** boxes
- Click **Search**.

The results will display below:

**Search a year range**

From:  To:    Include restricted items

5 items found

| Date range        | Shelfmark         | Format    | Availability                   | Delivery time | Select                              |
|-------------------|-------------------|-----------|--------------------------------|---------------|-------------------------------------|
| 1926              | MF.M.73126 [1926] | Microfilm | Item is available for ordering | 70 mins       | <input type="checkbox"/>            |
| 1927<br>Jan - Jun | MF.M.73127 [1927] | Microfilm | Item is available for ordering | 70 mins       | <input checked="" type="checkbox"/> |
| 1927<br>Jul - Dec | MF.M.73128 [1927] | Microfilm | Item is available for ordering | 70 mins       | <input checked="" type="checkbox"/> |
| 1928<br>Jan - Jun | MF.M.73129 [1928] | Microfilm | Item is available for ordering | 70 mins       | <input type="checkbox"/>            |
| 1928<br>Jul - Dec | MF.M.73130 [1928] | Microfilm | Item is available for ordering | 70 mins       | <input type="checkbox"/>            |

- Select the years(s) you wish to see
- Click [Add to basket](#).

**NB:** You **must** select [Add to basket](#) as orders to the Boston Spa reading Room have a minimum delivery time of 48 hours.

Note: If your search returns more than 10 items, use arrows positioned on the right to scroll through the results.

### Add to Basket

This option allows you to build up a list of items you wish to request and place multiple orders at once, or one at a time. You can also order items in advance of a visit to the reading rooms.

If the item is a book, or a newspaper item where you have already chosen a specific year, once you click **Add to basket** the basket screen will display immediately and the item you require will appear at the top of your basket.

If the item is a book-in-series or journal you will be presented with a pop-up window:

NB: Delivery times for the Boston Spa Reading Room are 48+ hours and may differ from those shown below

| Title         | CRITICAL ISSUES IN AMERICA                 |
|---------------|--|
| Author(s)     |  |
| Item holdings | [View]                                     |
| Notes         | 3487.454300: VOL. 3, 1987<br>[Show all...] |

| Shelfmark      | Availability                   |
|----------------|--------------------------------|
| YC.1986.B.2042 | Item is available for ordering |
| 3487.454300    | Item is available for ordering |

for today

[Accessibility](#) [Terms of Use](#)

- Input year and/or volume details
- Input a note if this helps identify the item
- Click **Confirm**

The Basket screen displays. The item you most recently added to your basket displays at the top. Items previously added to your basket, which were not requested earlier, are also available to request:

| <input type="checkbox"/> Item details   | Date required | Availability                   | Delivery time | Deliver to  |
|---|---------------|--------------------------------|---------------|-------------|
| <input type="checkbox"/> <b>3487.454300</b><br>CRITICAL ISSUES IN AMERICAN PSYCHIATRY AND<br>THE LAW.<br>> <a href="#">Parts reserved</a> | 01/05/2015    | Item is available for ordering | 48+ hours     | Select item |
| <input type="checkbox"/> <b>MF.M73128 [1927]</b><br>Islington gazette, etc.<br>1927   | 29/04/2015    | Item is available for ordering | 70 mins       | Select item |
| <input type="checkbox"/> <b>MF.M73127 [1927]</b><br>Islington gazette, etc.<br>1927   | 29/04/2015    | Item is available for ordering | 70 mins       | Select item |

Note, where the item you requested is a multi-part the details of the part you specified can be seen, and amended if necessary, by clicking on the 'Parts reserved' link.

## Requesting items in your basket

To request an item:

- Click in the check box to the left of the item's details

**NB:** To select all items, check the box adjacent to **Item Details**.

| <input checked="" type="checkbox"/> Item details   | Date required | Availability                   | Delivery time | Deliver to    |
|--|---------------|--------------------------------|---------------|---------------|
| <input checked="" type="checkbox"/> <b>3487.454300</b><br>CRITICAL ISSUES IN AMERICAN PSYCHIATRY AND<br>THE LAW.<br>> <a href="#">Parts reserved</a> | 01/05/2015    | Item is available for ordering | 48+ hours     | Please select |
| <input checked="" type="checkbox"/> <b>MF.M73128 [1927]</b><br>Islington gazette, etc.<br>1927   | 29/04/2015    | Item is available for ordering | 70 mins       | Please select |
| <input checked="" type="checkbox"/> <b>MF.M73127 [1927]</b><br>Islington gazette, etc.<br>1927   | 29/04/2015    | Item is available for ordering | 70 mins       | Please select |

The **Request** and **Delete** buttons are now active: the Availability is updated, you can change the Date required and choose a reading room for delivery.

To change the **Date required**:

- Click on the date
- Select an alternative from the calendar displayed; the availability of the item, on your chosen date, is updated.

To choose a reading room for delivery:

- Select **BOSTON SPA - YORKSHIRE** from the 'Deliver to' drop-down menu on the right of the screen, for each item you want to order:

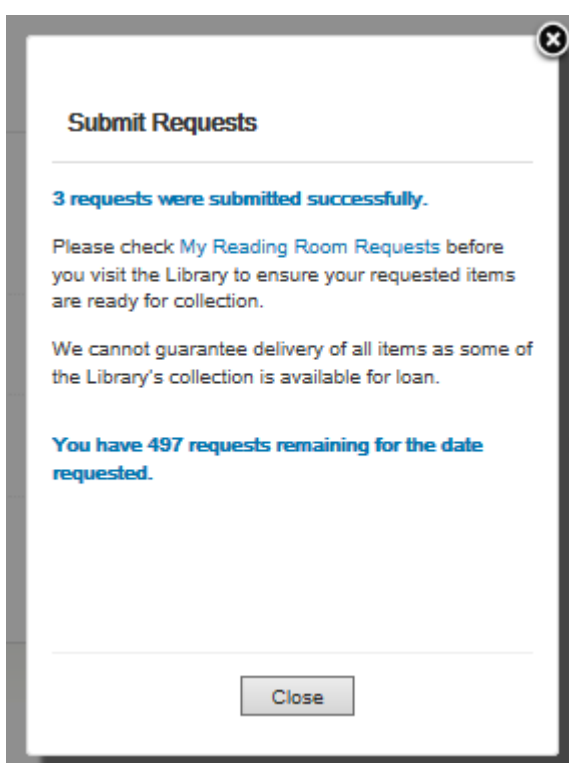
| Item details  | Date required | Availability                   | Delivery time | Deliver to   |
|---|---------------|--------------------------------|---------------|--|
| <input checked="" type="checkbox"/> <b>3487.454300</b><br>CRITICAL ISSUES IN AMERICAN PSYCHIATRY AND THE LAW.<br>▶ Parts reserved | 01/05/2015    | Item is available for ordering | 48+ hours     | Please select<br>HUMANITIES 1<br>HUMANITIES 2<br>RARE BOOKS & MUSIC<br>MANUSCRIPTS<br>ASIAN & AFRICAN STUDIES<br>MAPS<br>NEWSROOM<br>SCIENCE - FLOOR 2<br>SCIENCE - FLOOR 3<br>BUSINESS & IP<br>SOCIAL SCIENCES<br><b>BOSTON SPA - YORKSHIRE</b> |
| <input checked="" type="checkbox"/> <b>MFMLM73128 [1927]</b><br>Islington gazette, etc. 1927                                      | 01/05/2015    | Item is available for ordering | 70 mins       |  |
| <input checked="" type="checkbox"/> <b>MFMLM73127 [1927]</b><br>Islington gazette, etc. 1927                                      | 01/05/2015    | Item is available for ordering | 70 mins       |  |

**NB:** If BOSTON SPA - YORKSHIRE is not listed, you have chosen an item that is only available to view in one of our London Reading Rooms. Use the **Explore the British Library** link to return to the catalogue to search for another item.

- To complete your order, click **Request:**

| <input type="checkbox"/>            | Item details  | Date required | Availability                   | Delivery time | Deliver to             |
|-------------------------------------|---|---------------|--------------------------------|---------------|------------------------|
| <input checked="" type="checkbox"/> | <b>3487.454300</b><br>CRITICAL ISSUES IN AMERICAN PSYCHIATRY AND THE LAW.<br><a href="#">Parts reserved</a> | 01/05/2015    | Item is available for ordering | 48+ hours     | BOSTON SPA - YORKSHIRE |
| <input checked="" type="checkbox"/> | <b>MF.M73128 [1927]</b><br>Islington gazette, etc. 1927   | 29/04/2015    | Item is available for ordering | 70 mins       | BOSTON SPA - YORKSHIRE |
| <input checked="" type="checkbox"/> | <b>MF.M73127 [1927]</b><br>Islington gazette, etc. 1927   | 29/04/2015    | Item is available for ordering | 70 mins       | BOSTON SPA - YORKSHIRE |

A pop-up window confirms whether the item has been requested:



- Close this window to return to Explore the British Library.

**NB:** If you wish to request all items in your Basket for the same date, you can select all items and then just change the date one. However, if you wish to order more than one item in your basket but want items delivered on different days, you should specify the 'Date required' for each item **before** you select any of the items.

## Managing your Basket

You can have up to 30 items in your Basket at any one time. Items remain in your Basket:

- Until they are requested



- Until you delete them
- For 90 days, after which they are removed automatically.

**NB:** Whilst items will remain in your basket for up to 90 days they are still available for other people to request.

If you wish to delete items from your Basket, select them using the checkbox, then click **Delete**. You will then be asked to confirm your deletions.

Close your Basket by clicking on the 'Explore the British Library' link.

To track your current requests and view your order history please log in to [My Reading Room Requests](#):

[About](#) | [Help](#) | [Feedback](#)



## MY READING ROOM REQUESTS

Track your current requests and view your order history

[bl.uk](#) > My Reading Room Requests Home

This service allows registered [Reader Pass](#) holders to check the status of their collection item requests and view their request history. Requests not processed may also be cancelled.

Please enter your British Library Online Account username and password.

Username:

Password:

Login

If you have a Reader number and a password, you have not yet upgraded to a British Library Online Account. You must [upgrade](#) before you can login.