

EXPLORE THE BRITISH LIBRARY: How Readers request journals or newspapers

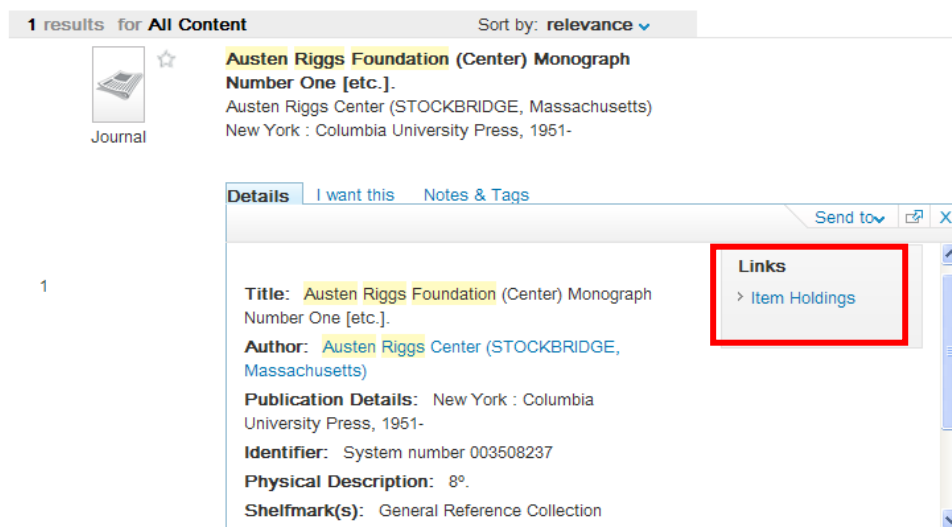
<http://explore.bl.uk>

This document describes how Readers should to request printed journals and newspapers. Documentation is available for requesting all other [printed items](#).

You must [log in](#) to 'Explore the British Library' in order to place a request for a printed item to be delivered to a Reading Room.

Having found an item you are interested in:

- Use the **Item holdings** link, on the right of the **Details** tab, to see which years/volumes the Library has received:



- To begin the requesting process, click on the **I want this** tab:



- Click the **Go** button to deliver the item to a Reading Room.

The **Item's details** screen display differs depending on whether we hold:

1. [One copy of the journal you require with a single shelfmark](#)
2. [Multiple copies of the journal you require but each copy has a single shelfmark](#)
3. [One copy of the journal/newspaper you require and each year held has a different shelfmark](#)
4. [Multiple copies of the journal/newspaper you require and some copies have a single shelfmark but others have a different shelfmark for each year held.](#)

1. One copy of a journal with a single shelfmark

If a journal has a single shelfmark covering all the years held by the Library, you will need to specify which year you want to see before you request the item.

The **Item details** screen will look something like this:

[Explore the British Library](#) > [Item Details](#) > [Help](#)

Title	Austen Riggs Foundation (Center) Monograph Number One [etc.].
Author(s)	Austen Riggs Center (STOCKBRIDGE, Massachusetts)
Item holdings	[View]

Shelfmark	Availability	Delivery time	Select
Ac.1762.	Item is available for ordering	70 mins	

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

- Choose [Request for today](#), if available, or [Add to basket](#).

2. Multiple copies, each copy with a single shelfmark

If we hold more than one copy of a journal, and each copy has only one shelfmark covering all the years held by the Library, you will need to specify which year you want to see before you request the item.

The **Item details** screen will look something like this:

[Explore the British Library](#) > [Item Details](#) > [Help](#)

Title	Man&environment.
Author(s)	
Item holdings	[View]
Notes	Organ of Indian Society for Prehistoric and Quaternary Studies.

Shelfmark	Availability	Delivery time	Select
SV 643	Item is a part work and some parts are in use View parts in use	70 mins	
P.521/2133	Item is available for ordering	48 hours	
5358.007500	Item is available for ordering	48+ hours	

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

- Select the copy you require
- Click [Request for today](#), if available, or [Add to basket](#).

3. One, or more, copies where each year held has a different shelfmark

Where the journal or newspaper has a different shelfmark for each year held, you have to search for the year you require and select the relevant volume from the list provided. The **Item details** screen will look something like this:

The screenshot shows the 'Item Details' page for 'Cycling'. At the top, there are navigation links: 'Explore the British Library' and 'Item Details', and a 'Help' link on the right. Below this is a box containing the following information:

Title	Cycling.
Notes	no. 1-3446 (24 Jan. 1891-30 May 1957) [Show all...]

Below the information box is a section titled 'Search a year range'. This section contains a search form with the following elements:

- A 'From:' label followed by a dropdown menu with the text 'Please select'.
- A 'To:' label followed by a dropdown menu with the text 'Please select'.
- A 'Search' button.
- An 'Include restricted items' checkbox.

The search form is highlighted with a red rectangular border.

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

22 items found

Date range	Shelfmark	Format	Availability	Delivery time	Select
1900	MF.M73503-06	Microfilm	Item is available for ordering	70 mins	<input type="checkbox"/>
1900	HIU.LON 448 [1900]	Print	Item is available for ordering	70 mins	<input type="checkbox"/>
1901	MF.M73507-10	Microfilm	Item is available for ordering	70 mins	<input type="checkbox"/>
1901	HIU.LON 18 [1901]	Print	Item is available for ordering	70 mins	<input checked="" type="checkbox"/>
1902	MF.M73511-14	Microfilm	Item is available for ordering	70 mins	<input type="checkbox"/>
1902	HIU.LON 1 [1902]	Print	Item is available for ordering	70 mins	<input type="checkbox"/>
1903	MF.M73515-17	Microfilm	Item is available for ordering	70 mins	<input type="checkbox"/>
1903	HIU.LON 1122 [1903]	Print	Item is available for ordering	70 mins	<input type="checkbox"/>
1904	MF.M73518-21	Microfilm	Item is available for ordering	70 mins	<input type="checkbox"/>
1904	HIU.LON 466 [1904]	Print	Item is available for ordering	70 mins	<input type="checkbox"/>

- Select the year(s) you wish to see
- Click [Request for today](#), if available, or [Add to basket](#).

Note: If your search returns more than 10 items, use the arrows to the right to scroll through the results.
If the item is unfit for use it will be flagged; although requests can be submitted they will fail at the point of delivery so you are advised not to place requests for these items.

4. Multiple copies some with single shelfmarks, some with different shelfmarks for each year held

Where we hold more than one copy, some with single shelfmarks but others with a different shelfmark for each year held, you have to search for the year you require and select the relevant copy from the list provided.

The **Item details** screen will look something like this:

Title	New scientist.
Notes	: Vol. 52, no. 772 (2 Dec. 1971)-

Search a year range

From: To: Include restricted items

To search for the years available:

- Select a year (or select Earliest and Latest to see all items) from both the **From** and **To** boxes
- Click **Search**.

The results will display below:

Search a year range

From: To: Include restricted items

57 items found

Date range	Shelfmark	Format	Availability	Delivery time	Select
	6087.800000	Print	Item is available for ordering	48+ hours	<input type="checkbox"/>
	(P) BW 50 -E(69)	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
	REG2257	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
1971	LOU.2739-2742 [1971]	Print	Item is available for ordering	48 hours	<input checked="" type="checkbox"/>
1972	LOU.1906 [1972]	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
1972	LOU.1905 [1972]	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
1972	LOU.1907 [1972]	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
1972	LOU.1908 [1972]	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
1973	LOU.1819 [1973]	Print	Item is available for ordering	48 hours	<input type="checkbox"/>
1974	LOU.39 [1974]	Print	Item is available for ordering	48 hours	<input type="checkbox"/>

- Select the years(s) you wish to see
- Click [Request for today](#), if available, or [Add to basket](#).

Note: If your search returns more than 10 items, use the arrows to the right to scroll through the results.
If the delivery time is the same for all copies, we advise that you request the items which have a shelfmark for each individual year.

Request for today

For most journals, a box opens and you must specify which year or volume you want, and choose a reading room:

Request for Today

Up to six consecutive issues can be ordered on one request. Non-consecutive issues must be ordered as separate requests.

Year:

Volume:

Notes:

Reading Location:

- Input Year and/or Volume details
- Input a note, or issue number, if this helps identify the item
- Select a Reading Location
- Click **Confirm**; a pop-up window confirms whether the item has been requested:

Request for Today

1 request was submitted successfully.

Please check [My Reading Room Requests](#) before you visit the Library to ensure your requested items are ready for collection.

We cannot guarantee delivery of all items as some of the Library's collection is available for loan.

You have 9 requests remaining for the date requested.

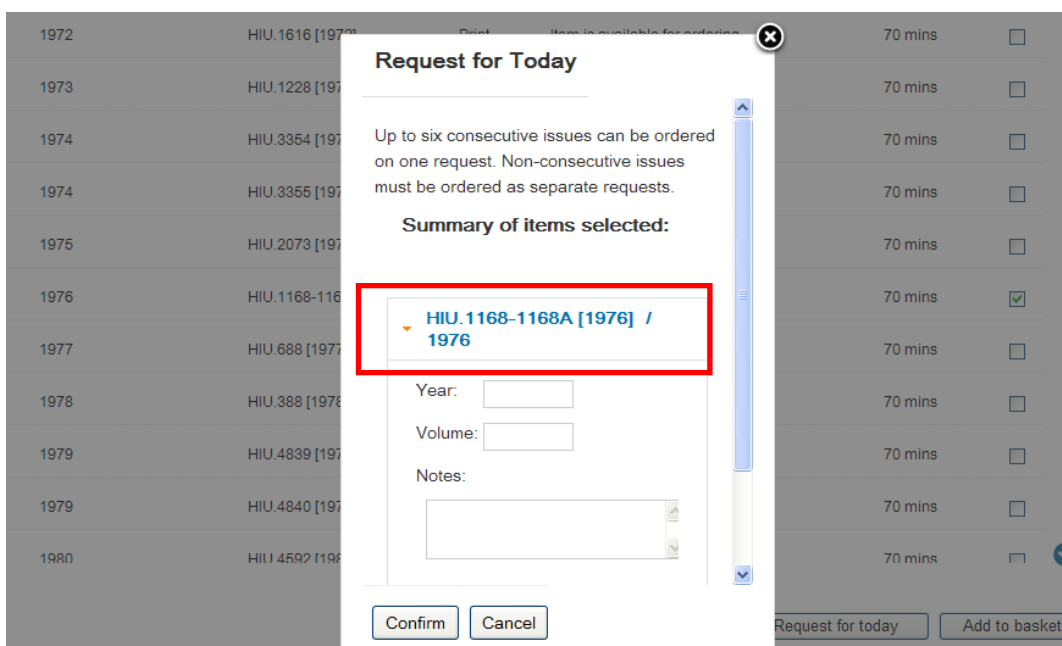
- Close this window to return to Explore the British Library.

NB: For some journals, as you've already chosen a specific year you don't need to supply a year, volume or notes:

The screenshot shows a 'Request for Today' pop-up window. The window title is 'Request for Today'. Below the title, it says 'Summary of items selected:' followed by 'HIU.293 [1970] / 1970'. There is a 'Reading Location:' dropdown menu with 'Please select' chosen. The dropdown list includes: 'Please select', 'HUMANITIES 1', 'HUMANITIES 2', 'RARE BOOKS & MUSIC', 'MANUSCRIPTS', 'ASIAN & AFRICAN STUDIES', 'MAPS', 'NEWS AND MEDIA', 'SCIENCE - FLOOR 2', 'SCIENCE - FLOOR 3', 'BUSINESS & IP', and 'SOCIAL SCIENCES'. The background shows a search interface with 'Search a year range' filters set to 'From: 1970' and 'To: 1970', and a table with 2 items found. The table has columns for 'Date range' and 'Shelfmark'. The first row shows '1970' and 'HIU.293 [1970]'. The second row shows '1970' and 'HIU.294 [1970]'. There are also 'Delivery time' and 'Select' columns with checkboxes.

- Select a Reading Location
- Click **Confirm**; the pop-up window confirms whether the item has been requested:
- Close this window to return to Explore the British Library.

For some journals you will need to specify a volume number even if you have already specified a year. This happens when the issues for the year are held in more than one volume. Where this is the case you need to click the item summary to display the input boxes:



- Either add the volume number, or to receive all volumes, just enter the year.
- Select a Reading Location
- Click **Confirm**; the pop-up window confirms whether the item has been requested:
- Close this window to return to Explore the British Library.

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.

For some journals, as you've already chosen a specific year you don't need to supply a year, volume or notes. Once you click **Add to Basket** you are taken to your basket and the item appears at the top.

For other items, a pop-up window opens and you can:

- Input Year and/or Volume details
- Input a note, or issue number, if this helps identify the item
- Select a Reading Location
- Click **Confirm**; a pop-up window confirms whether the item has been requested

Add to Basket

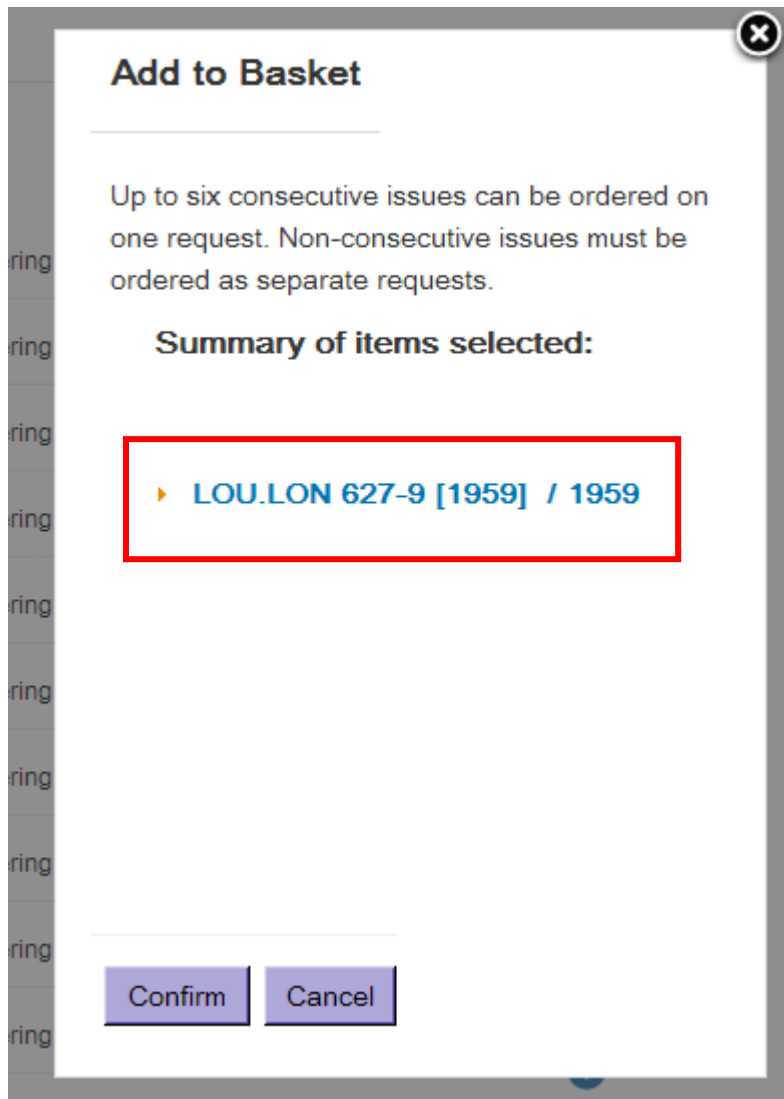
Up to six consecutive issues can be ordered on one request. Non-consecutive issues must be ordered as separate requests.

Year:

Volume:

Notes:

For some journals/newspapers, you may still be asked to supply details even when a year is specified. For these items the pop-up window looks like:



If you try to **Confirm** the request you will be prompted for details. Alternatively you can click the item summary to display the input boxes:

Add to Basket

Up to six consecutive issues can be ordered on one request. Non-consecutive issues must be ordered as separate requests.

Summary of items selected:

LOU.LON 627-9 [1959] / 1959

Year:

Volume:

Notes:

Confirm **Cancel**

- Input Year and/or Volume details
- Input a note, or issue number, if this helps identify the item
- Click **Confirm**; the Basket screen displays.

You can order the item you have just added to your basket, or you can return to Explore the British Library and search for more items to add to your basket.

Requesting items in your basket

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

Note: 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 once. 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.

To request an item, click in the check box to the left of the Item details; 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"/> SV 643 Man&environment. ▶ Parts reserved	22/01/2014	Item is available for ordering	70 mins	Please select
<input type="checkbox"/> LOU.1906 [1972] New scientist. 1972	24/01/2014	Availability unknown Check now	48 hours	Select item
<input checked="" type="checkbox"/> HIU.LON 518 [1825] The Hue and Cry and Police Gazette. 1825	22/01/2014	Item is available for ordering	70 mins	Please select

The **Request** and **Delete** buttons are now active; the Availability is updated, for the checked items, and you can choose a reading room for delivery.

Any **Parts reserved** can be viewed and amended, if necessary:

<input checked="" type="checkbox"/> Item details	Date required	Availability	Delivery time	Deliver to
SV 643 Man&environment. ▶ Parts reserved Year 2000				
<input checked="" type="checkbox"/> Volume 25 Comments issue 2	22/01/2014	Item is available for ordering	70 mins	Please select

To change the **Date required**, click on the date; select an alternative from the calendar displayed:

<input checked="" type="checkbox"/> Item details	Date required	Availability	Delivery time	Deliver to
<input checked="" type="checkbox"/> LOU.LON 627-9 [1959] New scientist. 1959 ▶ Parts reserved	17/02/2014	Item is available for ordering	48 hours	Please select
<input checked="" type="checkbox"/> HIU.293 [1970] Cycling. 1970	13/02/2014	Item is available for ordering	70 mins	Please select
<input type="checkbox"/> Ac.1762. Austen Riggs Foundation (Center) Monograph Number One [etc.] / Austen Riggs Center (STOCKBRIDGE, Massachusetts) ▶ Parts reserved			70 mins	Select item
<input type="checkbox"/> X.989/75234. Umbundu. Folk tales from Angola. Collected and translated by Merlin Ennis. Comparative analysis by Albert B. Lord. / ENNIS, Merlin.		ordering	70 mins	Select item

Select the reading room you want using the drop down menu on the right of the screen.

<input checked="" type="checkbox"/>	Item details	Date required	Availability	Delivery time	Deliver to
<input checked="" type="checkbox"/>	LOU.LON 627-9 [1959] New scientist 1959 ▶ Parts reserved	17/02/2014	Item is available for ordering	48 hours	Please select Please select HUMANITIES 1 HUMANITIES 2 RARE BOOKS & MUSIC MANUSCRIPTS ASIAN & AFRICAN STUDIES MAPS NEWSROOM SCIENCE - FLOOR 2 SCIENCE - FLOOR 3 BUSINESS & IP SOCIAL SCIENCES Select item
<input checked="" type="checkbox"/>	HIU.293 [1970] Cycling. 1970	17/02/2014	Item is available for ordering	70 mins	
<input type="checkbox"/>	Ac. 1762. Austen Riggs Foundation (Center) Monograph Number One [etc.] / Austen Riggs Center (STOCKBRIDGE, Massachusetts) ▶ Parts reserved	13/02/2014	Item is available for ordering	70 mins	

Do this for each item you want to order from your **Basket**. Then click **Request** to complete the order.

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

Submit Requests

1 request was submitted successfully.

Please check [My Reading Room Requests](#) before you visit the Library to ensure your requested items are ready for collection.

We cannot guarantee delivery of all items as some of the Library's collection is available for loan.

You have 9 requests remaining for the date requested.

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

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 remove them
- For 90 days, after which they are removed automatically

Note: 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 **Remove**. You will then be asked to confirm your deletions.

Close your **Basket** if you want to return to your original Explore session.

If you don't want to order any more items, please **logout** of your **Basket**, and logout of Explore the British Library.

General information on using our reading rooms, including tracking requests, reserving items, returning items, is available on our [website](#).