

EXPLORE THE BRITISH LIBRARY:

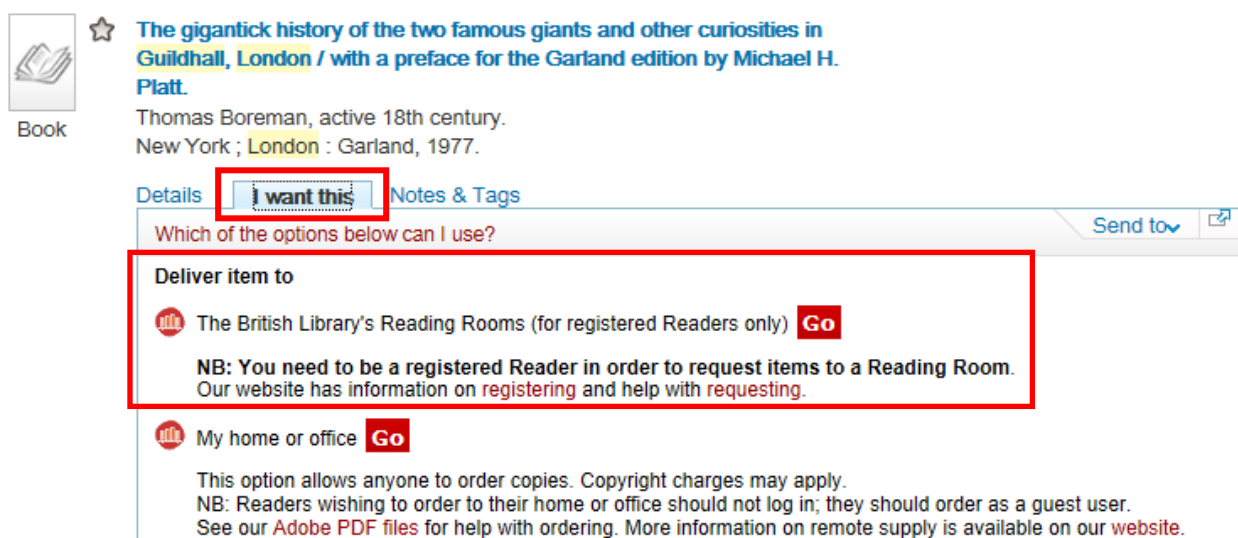
How Readers request print items

<http://explore.bl.uk>

This document describes how registered Reader should request all printed material other than [printed journals and newspapers](#), from records found in the 'Main catalogue'.

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, click the **I want this** tab, most printed items will display the two 'Deliver item to' services:



The screenshot shows a book record for "The gigantick history of the two famous giants and other curiosities in Guildhall, London / with a preface for the Garland edition by Michael H. Platt" by Thomas Boreman. The "I want this" tab is highlighted with a red box. Below it, the "Deliver item to" section is also highlighted with a red box, showing two options: "The British Library's Reading Rooms (for registered Readers only) Go" and "My home or office Go". The first option includes a note: "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."

- Click **Go** to request that the item is delivered to a Reading Room.

A new browser window will open, displaying the [item's details](#).

Note: Some journal items may offer a service to review the item online. As our online holdings differ from our print holdings you may still have to order the print item.

Note: The catalogue includes records for articles within our print collection; these records do not offer the 'Deliver item' service as you cannot order at article level. To order these items you need to [search for the title](#) of the printed item.

Item's details:

We may have more than one copy of the item you wish to order.

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

Title	The London Guildhall :
Author(s)	
Item holdings	[View]

Shelfmark	Availability	Delivery time	Select
YC.2008.b.1059	Item is available for ordering	70 mins	<input checked="" type="radio"/>
YC.2008.b.1060	Item is available for ordering	70 mins	<input type="radio"/>
5900.743600 no. 36, pt. 1	Item is available for ordering	48+ hours	<input type="radio"/>
5900.743600 v. 36, pt. 2	Item is available for ordering	48+ hours	<input type="radio"/>

Note: If the item you wish to request is a multi-part and a part has already been selected by another reader the parts selected (and therefore unavailable to you) will be displayed.

Request for today

One of two boxes will display. If the item is a book, map or music score:

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

If the item is a book-in-series:

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 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.

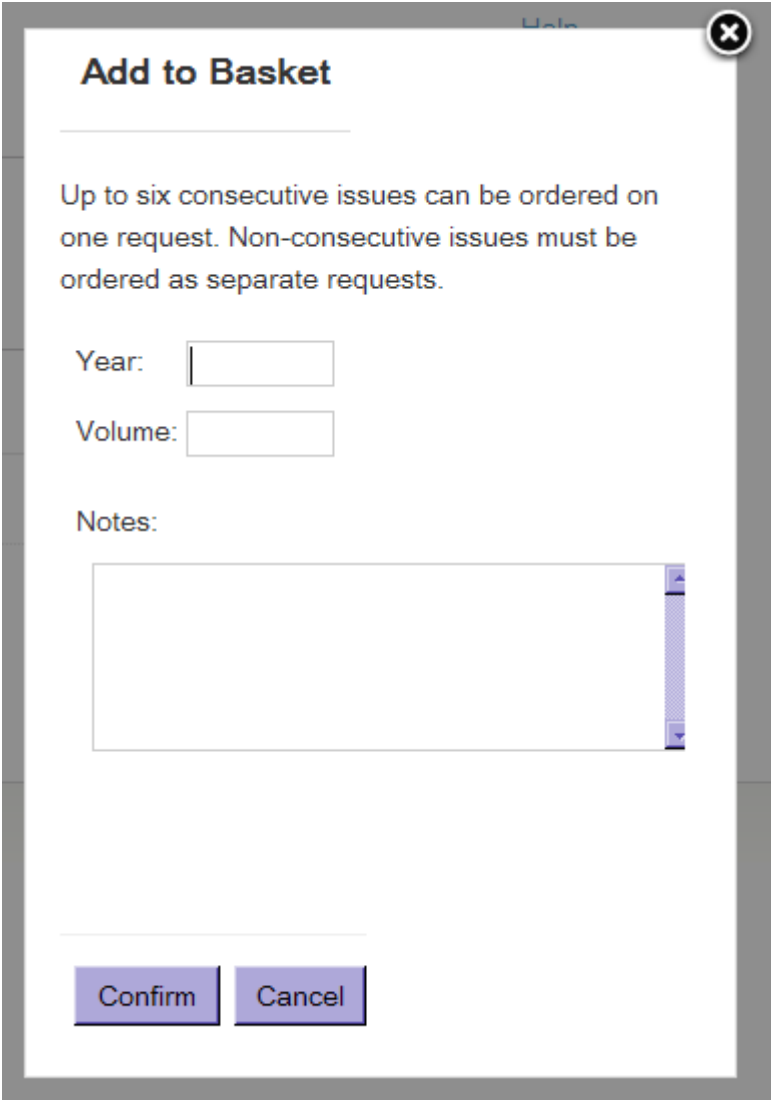
You have 9 requests remaining for the date requested.

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

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, map or music score, 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, you will be presented with a pop-up window:



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:

- Input Year and/or Volume details
- Input a note if this helps identify the item
- Click **Confirm**.

The Basket screen displays and the item you require will appear at the top of your basket.

You can order the one item in 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 have 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 for requesting.

Note: If the item you wish to request is a multi-part the details of the part you specified can be seen by clicking on the 'Parts reserved' link.

[Explore the British Library](#) > Basket > [Help](#)

Delete Request

<input type="checkbox"/>	Item details	Date required	Availability	Delivery time	Deliver to
<input type="checkbox"/>	YC.2008.b.1059 The London Guildhall :	13/02/2014	Item is available for ordering	70 mins	Select item
<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	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.	13/02/2014	Item is available for ordering	70 mins	Select item

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

[Explore the British Library](#) > Basket > [Help](#)

Delete Request

<input checked="" type="checkbox"/>	Item details	Date required	Availability	Delivery time	Deliver to
<input checked="" type="checkbox"/>	YC.2008.b.1059 The London Guildhall :	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	13/02/2014	Item is available for ordering	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.	13/02/2014	Item is available for ordering	70 mins	Select item

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

To change the **Date required**:

- Click on the date
- Select an alternative from the calendar displayed:

Delete Request

<input checked="" type="checkbox"/> Item details	Date required	Availability	Delivery time	Deliver to
<input checked="" type="checkbox"/> YC.2008.b.1059 The London Guildhall :	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	13/02/2014	Item is available for ordering	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.	13/02/2014	Item is available for ordering	70 mins	Select item

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

Delete Request

<input checked="" type="checkbox"/> Item details	Date required	Availability	Delivery time	Deliver to
<input checked="" type="checkbox"/> YC.2008.b.1059 The London Guildhall :	14/02/2014	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	13/02/2014	Item is available for ordering	70 mins	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
<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.	13/02/2014	Item is available for ordering	70 mins	Select item

- Do this for each item you want to order from your **Basket**.
- 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](#).

Ordering articles within our print collections

Records for articles within our print collections will not offer a 'Deliver to' service, instead you will see a 'Search for: Title record(s) to order item' service.

Note: Some article records also offer a 'view online' service where the content can be seen on the vendor's website. As our online holdings differ from our print holdings you may still have to order the print item.

 **★ Air quality research: Perspective from climate change modelling research**
 Semazzi, F.; Heck, W. W.
 Environment international : a journal of science, technology, health, monitoring and policy.; Future directions in air quality research: ecological, atmospheric, regulatory/policy/economic, and educational issues; Research Triangle Park, N.C, 2001; Feb, 2003, 253-262 -- Pergamon; 2003 -- 2003

[Details](#) **I want this** [Notes & Tags](#)

Which of the options below can I use?

Search for

 Title record(s) to order item **Go**

- Click **Go** to search for the title record to order the item.

You will be presented with a results list containing the title(s) that match the ISSN/ISBN or the title of the journal / conference / book in which the article was published; more than one record might match:

1		Neuroscience letters [electronic resource]. Elsevier Science Details I want this
2		Neuroscience Letters Amsterdam Elsevier Details I want this
3		Neuroscience letters. Amsterdam : Elsevier/North Holland, 1975- Details I want this

- Using any relevant record presented, click the **I want this** tab and then click **Go** to request that the printed title is 'Delivered to a Reading Room'.

NB: Some article records do not contain enough detail to match to the printed title. These articles will only offer a paid delivery service:



Article



Environment

Kirk, J.

; Public health; The nations' health - a call to action the proceedings of the inaugural conference of the standing conference on public health; Birmingham, 1992; Nov, 0, 14 -- SCOPH; 1993 -- 1992

Details

I want this

Notes & Tags

Which of the options below can I use?

Send to

Deliver item to

My home or office **Go**

This option allows anyone to order copies and pay by credit card. Copyright charges may apply. [Help](#) with ordering is available.

Anyone can request a copy for delivery to their home or office, via our charged Document Supply Service. Click the **Go** button; you will need to [register](#) for this service