

# EXPLORE THE BRITISH LIBRARY: How Readers can request other items not found in Explore

<http://explore.bl.uk>

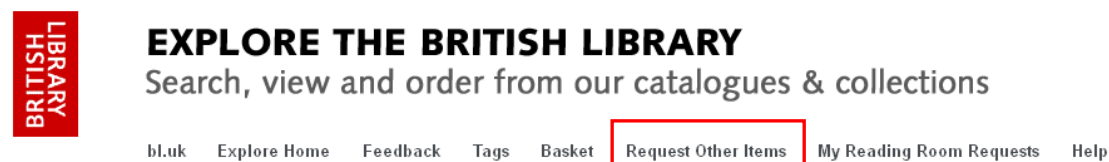
## Request Other Items

The Library holds items for which there are no records on Explore the British Library. These may be:

- Items found in Search our Catalogue Archives and Manuscripts
- Items listed in card catalogues.

You can use the Request other Items functionality to request these items if you know the shelfmark.

You must first [log in](#) to Explore the British Library and then click the **Request Other Items** link in the navigation bar:



You will see the Request Other Items screen:

## Request Other Items

[Explore the British Library](#) > Request Other Items >

Use the collection request options below to order:

- Most items found in Search our Catalogue Archives and Manuscripts
- Items for which there is no catalogue record in Explore the British Library

**NB :** You will need to know the Shelfmark or Reference of the item.

[Asia, Pacific and Africa Collections](#) (including Oriental Manuscripts, and India Office Records and Private Papers)

[Document Supply](#)

[Electoral Registers](#)

[Humanities and Social Sciences Collection](#)

[Maps Collection](#)

[Maps \(OS large scale pre-1950\)](#)

[Maps \(OS large scale post 1950\)](#)

[Music Collection](#)

[Western Manuscripts Collection](#)

You can then select from the collection options presented and on the form that appears, input details of the item you require.

For each collection some fields are mandatory; these are marked with an asterisk.

More information on completing the form is available in the on-screen Help:

## Humanities and Social Sciences Collection

[Help](#)

Use this form to request items in the Humanities and Social Sciences Collection that you cannot find in Explore the British Library.

\*Shelfmark:

Author:

Title:

Year:

Request for today

Add to basket

### An example

To request items from the Humanities and Social Sciences Collection:

- Complete the mandatory Shelfmark field
- Enter the Author and/or Title and/or Year, if you wish
- Click **Request for today** or **Add to basket**

Choose **Request for today**, if you want to request one item, for which there is no record in Explore the British Library.

Choose [Add to basket](#), if you have more than one item you wish to request today, or wish to request the item for a future date.

### Request for today

One of two pop-up windows will display.

If the item is a book, manuscript, map or music score:

**Request for Today**

**Item is available for ordering.  
Delivery Time is 70 mins.**

Reading location

Please Select

Request Cancel

- Select a Reading Location
- Click **Request**; a pop-up window confirms whether the item has been requested.

If the item is a journal, book-in-series or electoral register:

**Request for Today**

**Item is available for ordering.  
Delivery Time is 70 mins.**

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

Please Select

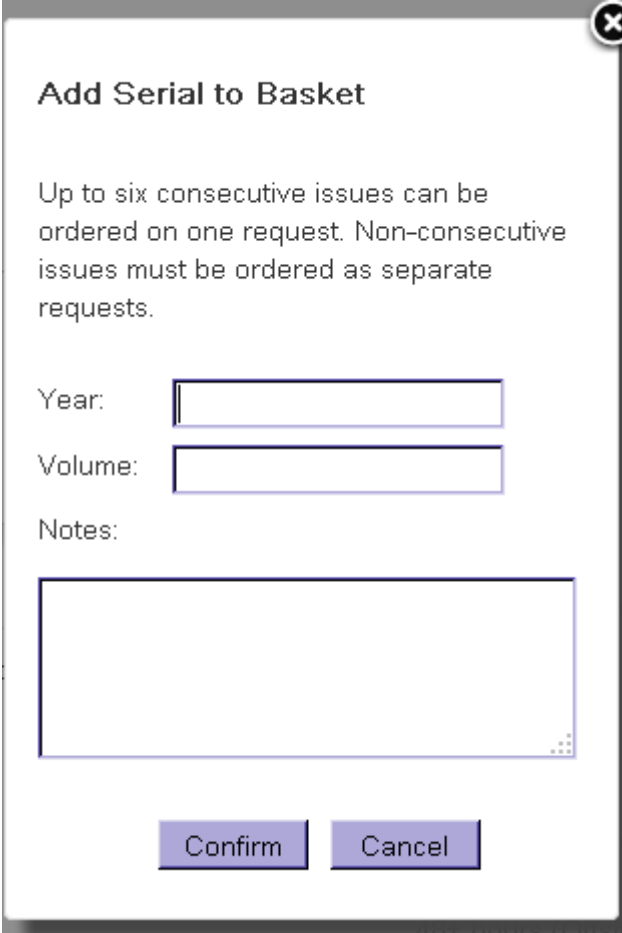
Request Cancel

- Input the Year or Volume
- Input a note if this helps identify the item
- Select a Reading Location
- Click **Request**; a pop-up window confirms whether the item has been requested.

### Add to basket

Having clicked **Add to basket**, if the item is not a journal or book-in-series, a message will advise you whether the item has successfully been added to your basket.

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



**Add Serial 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 the Year or Volume
- Input a note if this helps identify the item
- Click **Confirm**.

A message will confirm that the item has been added to your basket successfully.

You can now add other items to our basket or proceed to your basket to request the item.

To access your basket click on the link in the top-right of the screen:

## 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 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"/>	<b>SV 643</b> Man&environment ▶ <b>Parts reserved</b>	22/01/2014	Item is available for ordering	70 mins	Please select
<input type="checkbox"/>	<b>LOU.1906 [1972]</b> New scientist. 1972	24/01/2014	Availability unknown Check now	48 hours	Select item
<input checked="" type="checkbox"/>	<b>HIU.LON 518 [1825]</b> The Hue and Cry and Police Gazette. 1825	22/01/2014	Item is available for ordering	70 mins	Please select

Request

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
<input checked="" type="checkbox"/>	<b>SV 643</b> Man&environment ▼ <b>Parts reserved</b> Year 2000 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 and select an alternative from the calendar displayed:

Item details	Calendar	Delivery time	Deliver to
<input type="checkbox"/> <b>X.900/4129.</b> Jane Austen and her world. / Laski, Marghanita,	Jan 2014 Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 02/01/2014	70 mins	<input type="text" value="Select item"/>
<input type="checkbox"/> <b>m09/ 16215</b> The cinematic Jane Austen : / Monaghan, David.		48+ hours	<input type="text" value="Select item"/>
<input checked="" type="checkbox"/> <b>Ac. 1762.</b> Austen Riggs Foundation (Center) Monograph Number One [etc.] / Austen Riggs Center (STOCKBRIDGE, Massachusetts) <a href="#">Parts reserved</a>		70 mins	<input type="text" value="Please select"/>

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

Item details	Date required	Availability	Delivery time	Deliver to
<input type="checkbox"/> <b>X.900/4129.</b> Jane Austen and her world. / Laski, Marghanita,	<input type="text" value="02/01/2014"/>	Item is available for ordering	70 mins	<input type="text" value="Please select"/>
<input type="checkbox"/> <b>m09/ 16215</b> The cinematic Jane Austen : / Monaghan, David.	<input type="text" value="04/01/2014"/>	Item is in use by a public reader	48+ hours	<input type="text" value="Not available"/>
<input checked="" type="checkbox"/> <b>Ac. 1762.</b> Austen Riggs Foundation (Center) Monograph Number One [etc.] / Austen Riggs Center (STOCKBRIDGE, Massachusetts) <a href="#">Parts reserved</a>	<input type="text" value="02/01/2014"/>	Item is available for ordering	70 mins	<input type="text" value="Please select"/> <ul style="list-style-type: none"> <li>Please select</li> <li>HUMANITIES 1</li> <li>HUMANITIES 2</li> <li>RARE BOOKS &amp; MUSIC</li> <li>MANUSCRIPTS</li> <li>ASIAN &amp; AFRICAN STUDIES</li> <li>MAPS</li> <li>NEWS AND MEDIA</li> <li>SCIENCE - FLOOR 2</li> <li>SCIENCE - FLOOR 3</li> <li>BUSINESS &amp; IP</li> <li>SOCIAL SCIENCES</li> </ul>

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](#).