



Extra resources for Postgraduate Research Students

Gamble Library policy

Introduction

While conducting your specialized research it may become apparent that the Gamble Library does not hold absolutely everything you need to complete your research. As a result it may be necessary to ask the Librarian if she can source an item from another Library (interlibrary loan or scan), or buy a new book or pamphlet. This document describes requesting procedures. If you are not sure which is the most appropriate option to request after reading the guidance below, please contact the Librarian by email and she will be able to offer advice.

Interlibrary loan requests

Interlibrary loan requests should be made for items which are not currently part of the Gamble Library's collection, but are likely to be part of another theological or academic Library collection. Library networks generally consulted are in the UK, Ireland or the rest of Europe. The request should be made on items which are expensive, and which are of such a specialist nature that other Gamble Library users are unlikely to ever borrow the item. It is highly unlikely that any Library will be willing to lend items from their special collections. Interlibrary loan requests should be emailed to the Librarian (j.conkey@union.ac.uk or librarian@union.ac.uk) with full bibliographical details of the item given. The name of the student's Supervisor should also be provided in case it is necessary to contact them. The Librarian will then contact other libraries in several networks to see if any are willing and able to lend the item. The Librarian will keep the requestor informed regarding progress towards obtaining the item. This may take a number of days. Interlibrary loans are provided on the understanding that they are for research purposes and will be used only by the requestor. Charges for interlibrary loans vary and these come out of the Library budget, as does costs for return postage. The requestor may need to complete some paperwork to access the item. Please note: it may not be possible to meet all interlibrary loan requests. It may not be possible to provide interlibrary loans for non-residential research students as the conditions of the interlibrary loan may state items are for in-library consultation only. It is advisable for research students who are based outside Northern Ireland to join another theological or research library to ensure they are adequately resourced.

Chapter or article scans from another Library

Requests for scans of book chapters or articles which we do not currently have in our collection should be emailed to the Librarian (j.conkey@union.ac.uk or librarian@union.ac.uk) with full bibliographical details of the book chapter or article given. Copyright legislation permits the scanning of up to one chapter or 10% of a book, or one article or 10% of a journal issue. Scans are provided on the understanding that they are to be used for research for a non-commercial purpose and will not be supplied to any other person. The same material is not to be requested by an individual on more than one occasion. The requestor may need to complete a copyright declaration form.

The Librarian will contact other libraries in a number of networks to see if anyone can provide the scan. Usually there is no charge for this service as the Gamble Library provides scans for other members of the networks which it is a participant of. Please note: it may not be possible to satisfy all scan requests.



New book purchase requests

Postgraduate students should approach their Supervisor if they find a book or pamphlet which they think would be very useful for their research, which the Library currently does not have in its collection. Full bibliographical details of the item should be sent to the Supervisor who will then judge, in consultation with the Librarian, whether the book meets the Gamble Library's selection criteria as expressed in its Collection Management Policy, is reasonably priced, and is likely to be borrowed by other Gamble Library users. If deemed appropriate, an eBook rather than a hardcopy book will be purchased. The cost of the book or eBook will be taken out of Library's budget for the Department under which the student is studying. Please note: it may not be possible to satisfy all book purchase requests.

On some occasions, if resources are difficult to obtain, a Supervisor may suggest that research students visit another Library.

Review

This policy will be reviewed annually by the Librarian in consultation with the Education Committee.