

Request Service

Leeds Library and Information Service



The request service is an integral part of the book stock we provide and all requests for books receive priority attention. Every reader has access to the entire lending book stock within Leeds through any library. Any book regardless of its age or place of publication may be requested even if it is not held by Leeds Library & Information Service.

If it is possible to buy or borrow the requested book, this is done provided that the material is not out of scope. For further details of criteria which apply see Libraries: Stock Management Policy. All users are treated equally regardless of which library they use or type of book wanted. CDs, DVDs, talking books and videos may be requested if in stock within Leeds.

Request cards, for items which are not immediately available in your local library, or are on loan to another reader, are available in all our libraries. We ask you to give the author, title, publisher, year of publication, and the source of your information, which is particularly important, as it helps us to identify and trace the book. Searching with incomplete information is possible, but takes longer. We can also obtain periodical articles if you have full details. Remember to fill in your name and address!

We make a small charge for requests, to help offset the costs of the service. Books in stock may be requested free by users under 16. Details of charges for requests and for inter library loans are available in all libraries and on Leeds website under Library Services: charges.

If a particular request has not been obtained within a stated time the requester will be informed of the reasons for the delay & offered a refund if payment was involved.

On-Line Requests

The Leeds Library and Information Service online catalogue contains details of books and all audio visual material in stock throughout the city. Library members may also view their current requests and renew items they have on loan by going to the 'my account' section of the catalogue. It is also possible to request items in stock through the online catalogue for the normal reservation charge (a PIN number, obtainable from any library, is required for these options). As long as they are in stock, books, CDs, DVDs, talking books and videos may all be requested in this way, to be collected from the library of your choice. Items borrowed may be returned to any library.

Search for Your Request

We check the resources of Leeds Library and Information Service first. This takes a little time, and supplying a request can take several weeks if the requested book is on loan, or on order. If it's on order, there could be readers waiting for it already. If we don't have the book you want, we check the details against various electronic databases. Once found, books are either bought, if they are available and suitable for stock. Speed and availability is dependent on booksellers and publishers. Alternatively items may be borrowed through the inter-library loan system.

Inter-library Loans

We can obtain books and periodical articles from most other British Public, University and College libraries. The major source is the British Library at Boston Spa. Requests are transmitted electronically and most items arrive in a few days. Please note that the British Library makes a substantial charge for lost items, which we pass on to customers. Books not held by the British Library, and most older books, are obtained through a national database of locations. Loans from other libraries are subject to their conditions of use and stated loan period. Renewal may not be possible. We charge customers a contribution per item towards the cost of Inter-Library Loans.

Specific Areas of Interest

Leeds Central Library has in depth collections on subjects such as business, art, music, local studies, family history etc and a personal visit may be worthwhile to see the resources on offer. There is also a patents service offered from the Central Library. Staff will be happy to help you obtain specific information on a subject - there may be a charge for more detailed research.

Sets of Music and Plays

Leeds is a member of Yorkshire Libraries and Information, which operates the Music and Drama Collection based in Wakefield. This collection is highly acclaimed nationally as the largest collection of performing material in the country, comprising over 560,000 items of music in the form of part songs, orchestral sets and vocal scores and over 90,000 copies of plays.

Music and drama organisations in Leeds may register directly with this service, and either borrow material by direct visit to Wakefield, or have it delivered to their home address by courier service. Standard charges apply to this loan service. Further details are available from Music and Drama Department, Balne Lane, Wakefield WF2 0DQ. Telephone 01924 302210, fax 01924 302245.

Car & Motorcycle Manuals

A substantial collection of manuals is available within Leeds and individual manuals can be sent out easily to your library on request.