SurreySearch: Interlibrary Requests

1. Search for an item, then sign in to SurreySearch using your University username and password (top right of screen, via Guest or using the Sign in link in the yellow reminder bar).

2. Click the Expand My Results box at the top of the ‘Refine my results’ menu (on the right of the screen). This will broaden your search to include items for which the University of Surrey does not have full text access. You should find that the number of results increases accordingly.

3. If you now click on the No full-text link beneath one of the entries, followed by the ‘Resource sharing request’ link that then appears, you will reach the Resource Sharing Request form.

Your search did not match any physical resource in the library
Use the link/s below in order to request the resource from other libraries

Resource sharing request
If you are having problems email ill@surrey.ac.uk

Resource Sharing Request:
Resource Information:
- Citation type: Article
- Article title: Communication
- Journal Title: Plainsong & Medieval Music
- Author (Last name, first name): Atkinson, CM
- Volume: 20
- Issue: 

Select Book or Article

Submit Request
4. Check the entries in the form, including your e-mail address and scroll down until you reach the Copyright section:

5. Click the box next to ‘I have read the above statement... ‘ and click the ‘Request’ button, which should now be orange: [Request]. You will then see a confirmation message.

6. You will receive an email notification when your item arrives.

7. To manage your Resource Sharing requests, sign-in to SurreySearch and click the ‘My Library Account’ option which will appear when you move the cursor over your name at the top right corner.

N.B. If the item cannot be found on SurreySearch:

Click on the InterLibrary Request button at the top of the screen

Enter the details of the journal, book or article and click Go.