

# ***How to...***

obtain items from the BDA Library's  
Document Supply Service



## **This guide explains how to obtain articles, and also books that are not available to borrow from the BDA Library.**

If you requested a Medline search the results include a line stating if an article is available in the Library. You can also check which journals the Library holds by downloading the list available on the document supply page of the [BDA website](#) which can be found in the Library's research and articles section.

The Library subscribes to most English language dental journals and these are kept at the BDA headquarters in central London. A photocopier is available in the Library for members to use at a cost of 15p per sheet or 10p for student members. We also offer a document supply service for members who are unable to visit.

## **Document Supply Service**

Journal articles and book chapters can be supplied at a cost of £3.00 each (£1 for student members). Please note that only one article/chapter per request can be copied from each journal issue/book. Articles can be posted out or emailed as pdfs.

You **must** fill out a photocopy request form before we can supply any articles to you unless they are from the BDJ. This is to comply with copyright legislation. The form is available to download from the document supply page in the Library's research and articles section on the [BDA website](#) or alternatively email [library@bda.org](mailto:library@bda.org) to request one.

Please indicate on the form if you would like your documents emailed or posted. Fill out the form clearly, with full details of the papers you require including:

**Journal articles:** Full title of the journal, year, volume number, part (if applicable), page numbers, author(s) and title of the article.

**Book chapters:** Authors(s) of the book and chapter (if different), book title, chapter title, publisher, publication date and edition (if applicable).

Forms can be filled out online and emailed back. Please ensure that you have read the copyright declaration statement.




Completed forms can be posted, faxed or scanned and emailed. Contact details are on the form.

If you do not have full details of a journal article you may find them by using PubMed's

citation matcher: [pubmed.gov/citmatch](http://pubmed.gov/citmatch). If you still can't obtain full details the Library may be able to help.

Please note: The full-text of BDJ articles from 1999 to the current issue is available online to BDA members. You need to log-in to the BDA website and then click on the 'BDJ' link on the home page. The Library can also supply BDJ articles free of charge. Due to licensing restrictions we cannot currently offer online access to non-BDJ journals, except for a limited number of journals for members visiting the Library in person.

 **British Dental Association Library**  
64 Wimpole Street W1G 8YS  
Phone: 020 7563 4545 Fax: 020 7935 6492 Email: [Library@bda.org](mailto:Library@bda.org)

**Photocopy request and copyright declaration**

Please supply me with copies of the following articles. I have not previously been supplied with copies of this material, by you or by any other library. I will use the copies only for non-commercial research or non-commercial private study and will not supply copies to any other person. To the best of my knowledge my co-workers have not requested this material. I understand that it would be an infringement of copyright for you to supply this material on the basis of a false declaration by me and that I would be liable for the breach in that event. The copyright law allows for one article to be copied per journal issue. I understand there is a charge for BDA members of £3.00 (£1.00 for undergraduate student members) per article posted or emailed for those in stock. If 30 or more articles are posted a charge of £10.00 will be added for courier service. **Please note: We do NOT operate an urgent service, all photocopying is subject to a five working day lead time (subject to demand) from the date of receipt of the request and all requests are dealt with strictly in the order in which we receive them.**

Signature (typed or handwritten)  Date

I WOULD LIKE THESE ARTICLES  EMAILED  POSTED  (please tick ONE option only)

I am a BDA member YES  NO  (Please note that we do NOT supply articles to non-members)

Email address

Membership Number  Name

Address

Postcode  Contact telephone number

Please charge my debit/credit card  Please contact me for card details

I enclose a cheque payable to the BDA Trust Fund

If you require more than 5 articles please attach your list to this form.

1.

2.

3.

4.

5.

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PLEASE FILL IN THE FORM BELOW IF YOU ARE PAYING BY CARD  
(NB we do NOT accept American Express)

Card Number  Card Security Code

Card Valid From Date  Card Expiry Date  Card Issue Number

NB: We cannot guarantee delivery of items sent by Royal Mail services, however if you wish to have your photocopying sent to you by a courier service within the United Kingdom only, please add another £10 to the total and tick here

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## Inter-Library Loans (ILL)

If the Library does not hold a journal, book or other publication we may be able to obtain it for you from another library. We obtain inter-library loan items from the British Library (BL) or a variety of other libraries if the BL is unable to provide your requested item. The charge to supply the item is the same, but loan periods may vary.

The cost is £12 to obtain an article and £16 for a book loan.

### Items obtained from the British Library (BL)

We can try and obtain practically anything from the British Library including:

Serials	Books
The conference collections: Reports, Conferences and Theses	Microform research collections
Music scores (sheet music)	Newspapers
Official publications	Oriental material
Patents	Reports
Russian and East European material	Theses
Translations	

Please check the BL's EThOS website (see below) before ordering a thesis as it may be available free of charge online.

## Articles and book chapters

Articles or chapters are supplied by the BL as PDFs through their Secure Servers using Adobe Digital Editions (ADE). As most people will not have ADE downloaded onto their computer the BDA Library prints the article and sends it out by post. For copyright reasons we cannot scan the article once printed, and email it to you.

Please let us know if you have downloaded ADE and would prefer the BDA Library to forward the BL's email onto you. Once you click on the link to open the article through their secure servers, you'll be able print the article only once, but it can be viewed in ADE for up to 14 days from the date of download.

### Loan items

The loan period of books borrowed from the BL is generally 3 weeks, with a further 3 week automatic conditional renewal. If you wish to renew the item again after this time there will be an additional charge (£16 for a standard book loan). Please liaise through BDA Library staff for renewal requests. The BL may charge full cost of an item plus administration charge for replacement of late, lost and damaged books. The BDA Library passes these charges on to the requester of the item.

A librarian will inform you of the loan period for items obtained from other libraries when the item is collected or posted out to you.

Sometimes if an item is too old or too fragile the BL will not supply the item for loan, although they may say it can be consulted in their reading rooms.

If for whatever reason, the BL does not have an item, they will search their backup libraries in the UK and for an additional fee they can do a worldwide search, which may take longer to obtain. However for worldwide searches the BDA Library can also contact the appropriate bodies directly and see if they are able to supply the relevant material.

### **Returning your loan**

The BDA Library sends all inter-library loans to members by UPS or Special Delivery to cover loss or damage, and we suggest the same method for return. Items should always be returned to the BDA Library and NOT the BL.

### **Obtaining an Inter-Library Loan**

Please fill in a request form, available from the document supply page in the Library's research and articles section of the [BDA website](http://www.bda.org.uk) or by emailing [library@bda.org](mailto:library@bda.org).

### **Other sources - Journals**



If you are looking for a journal article it is worth checking if it's available free of charge online. You may also be able to download the article directly from the journal website for a fee.

**Pubmed Central UK** – a repository of biomedical and health abstracts, free full text articles, PhD theses and clinical guidelines that can be accessed at: [ukpmc.ac.uk](http://ukpmc.ac.uk)

**Journal websites for potential articles** - The occasional article or journal issue might be available to download without a charge. Most journal publishers' websites have articles to download for a fee.

**Google** – a simple Google search may reveal details of institutions and libraries that hold the material you want. You might find articles and books available free online through Google Scholar or Google Books.

**Free online dental journals** - A list of dental journals available free of charge online is available on the Library pages of the [BDA website](http://www.bda.org.uk) in the research and articles section.

**British Library** – the British Library contains many articles available to download for a charge. You can visit the British Library which is based in central London with a smaller site at Boston Spa, West Yorkshire. You must register for a reader's pass before visiting the St Pancras reading rooms in London. More information about visiting and obtaining a reader's pass can be found on the [BL website](#).

**Athens** – if you work or study at a university or work in salaried services or the armed forces you are eligible for an Athens password. This enables you to access a wide range of journal articles for free online. Contact your work or university library or information service for more information.



### **Other sources – books**

**Local library** – don't rule out your local public library stocking a book if it's a non-dental title. Local libraries usually have a selection of books on marketing

and business skills, for example. Most public libraries have searchable online catalogues which can be accessed through the relevant local authority website.



**Second-hand booksellers** – second-hand bookshops or online booksellers such as Amazon, Alibris and Abebooks are a good place to search for out of print titles.

### **Other sources - theses**

**British Library** – The BL has a website called EThOS (Electronic Theses Online Service) [ethos.bl.uk](http://ethos.bl.uk) which aims to provide a single point of access to all UK theses. Many theses are already on the system and those that aren't will be digitised on request and then made available to you free of charge. There may be a charge for theses from certain institutions that do not offer open access. You must register on the EThOS site before requesting a document but registration is free.

If you have any questions or for more information on the services we provide please contact the BDA Library on 020 7563 4545 or [email\\_library@bda.org](mailto:email_library@bda.org)