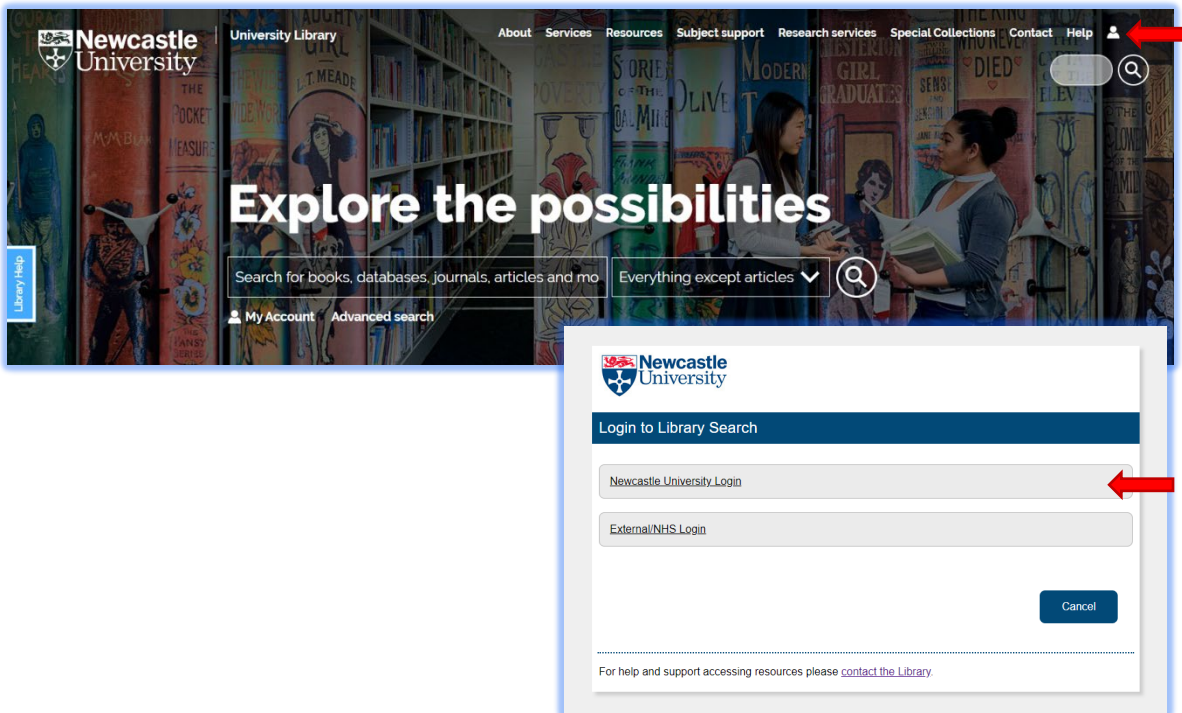
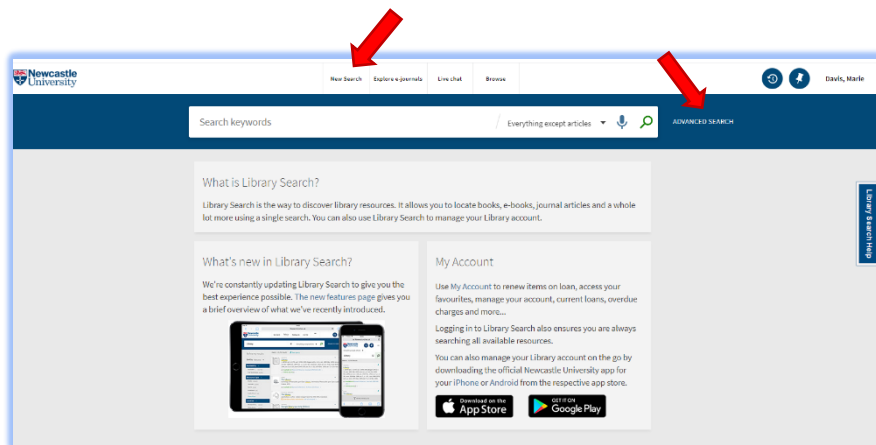


## HOW TO REQUEST A THESIS

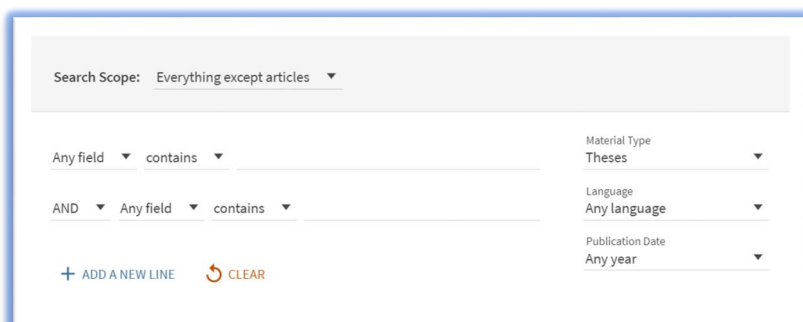
1. Library search: <https://www.ncl.ac.uk/library/>
2. Select **'Library Search Login'** and log in to your account, using your university username and password.



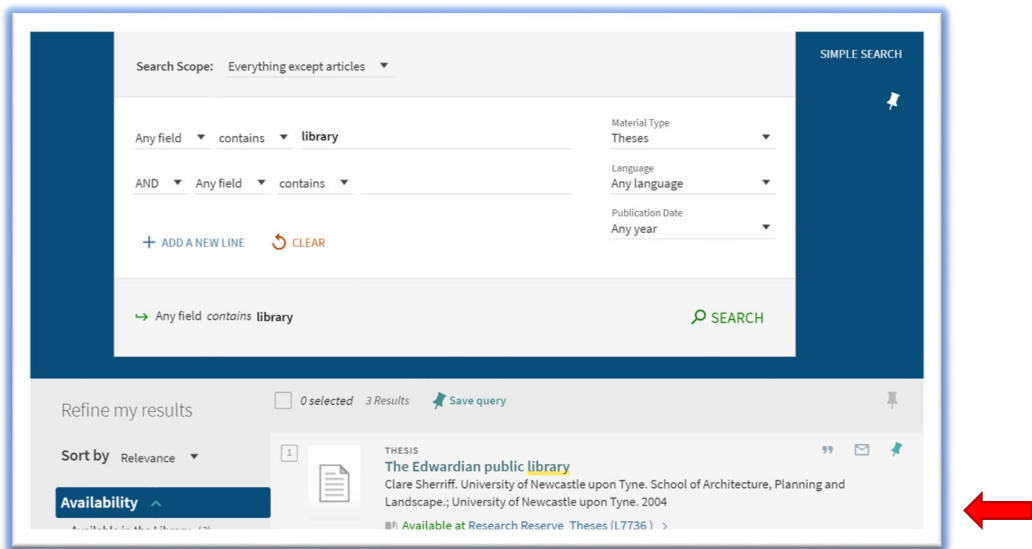
3. Once logged in 'My Account' will open, select 'New search' and choose 'Advanced Search'.



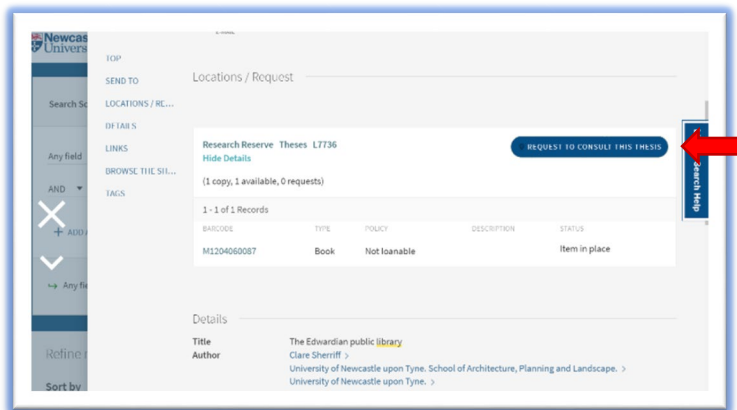
4. Using the drop-down lists choose specific keywords to search for a dissertation that is relevant to your study. Select 'Material Type': 'Theses' to narrow the search to your requirements.



5. Once a thesis has been found click on 'Available at Research Reserve Theses'



6. Click on the button 'REQUEST TO CONSULT THE THESIS'.



7. Fill in the form with as much detail as possible and submit.

The screenshot shows a 'Thesis request form'. The form includes instructions and a list of fields to be filled out. A red arrow points to the bottom right corner of the form.

**Thesis request form**

Theses can only be consulted in the Library and are not available for loan.

However, full text Newcastle University theses are gradually being made available online. Where the full text is available, there will be a link to it from the Library Search record.

You may make a request to consult a thesis that is held at Newcastle University Library (maximum of 3 requests at one time) as follows:

- if you have a Smartcard and email address, use the electronic request form below. You will be sent an email when the item is available to consult.

or

- if you do not have a Smartcard or an email address please ask at the Philip Robinson/Walton Library Desk for a request form. Requests made before 9.30 a.m. Monday to Friday will be available by 4.00pm. To consult the item please ask at the Service desk. Please note that requests made after 9.30 a.m. Friday - Sunday will be available by 4.00 p.m. on Monday.

Any requested items will be kept for one week before being returned to Research Reserve.

Please ensure you complete all fields marked \*

\*Your name:

\*Email address:

\*Library card no:

\*Collection point:

Please give as much information as you can about the item you are requesting:

\*Shelfmark:

\*Author:

\*Title:

\*Year:

Volume:

Additional notes:

The Research Reserve team will deliver the thesis within the Research Reserve service standards.

If you have any questions, please contact [lib.store@newcastle.ac.uk](mailto:lib.store@newcastle.ac.uk)