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.

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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.

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

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

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

Thesis reque	est form	
Theses can only b	e consulted in the Library and are not available for Ioan.	
However, full text N text is available, the	evcastle University theses are gradually being made available <u>online</u> . Where the full re will be a link to it from the <u>Library Search</u> record.	
You may make a re requests at one tim	quest to consult a thesis that is held at Newcastle University Library (maximum of 3 e) as follows:	
 if you have a san email when 	Smartcard and email address, use the electronic request form below. You will be sent the item is available to consult.	
or if you do not h before 9.30 a. Please note th	we a Smartcard or an email address please ask at the Philip Robinson/Walton Library Desk for a request form. Requests made m. Mondary to Privaday will be available by 4:00pm. To consult the tem please ask at the Service desk. In expensist mode after 9:00 a.m. Privadar y modar available by 4:00 pm. on Mondary.	
Any requested item	s will be kept for one week before being returned to Research Reserve.	
Please ensure you	i complete all fields marked "	
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Please give as mu	ch information as you can about the item you are requesting:	
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"Author:		
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"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