• **UnityUK user guides**

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  Find user's manuals for UnityUK.
  - Get started
  - Search UnityUK
  - Request an item
  - Request items from non-users of UnityUK
  - Manage and review requests
  - Manage requests as a borrower
  - Manage requests as a lender
  - Bulk action
  - Bulk action as a lender
  - User data
  - Location data
  - Reports
  - Table of actions and statuses

• **Contributing data**

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  Learn about contributing data to UnityUK.
  - Data contributions
  - How to contribute data to UnityUK
  - UnityUK data upload
  - Who to contact to contribute data to UnityUK

• **Interlibrary Loan Fee Management (IFM)**

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  Learn about using IFM with UnityUK.
  - IFM Frequently asked questions
  - IFM Participants’ pricing grid
• **Music, playset and language requests**

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  Learn best practices for managing music playset, and language requests in UnityUK.

  ◦ Music requests
  ◦ Drama requests
  ◦ Languages requests

• **Regional offices and help desk**

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  Find information about the help desk and regional offices for UnityUK.

  ◦ All regional offices
  ◦ East Midlands
  ◦ East of England
  ◦ Greater London
  ◦ North East
  ◦ North West
  ◦ Scotland
  ◦ South East
  ◦ South West
  ◦ Wales
  ◦ West Midlands
  ◦ Yorkshire and Humberside

• **Statistics**

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  Find statistics from UnityUK usage.

• **Mailing list**

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  Find information about how to sign up for, send and use commands in the UnityUK listserv.

  ◦ Commands
  ◦ Send messages
• **Troubleshooting**

Find frequently asked questions (FAQ) and troubleshooting steps (Troubleshooting).

- An email responder has marked an item as shipped by accident
- An ILL responder has marked an item as shipped but the user no longer requires the item
- Can I have multiple delivery addresses to choose from when requesting items from the British Library on UnityUK?
- Can I include a world wide search in a UnityUK request?
- Can my holdings be removed from Unity UK?
- How can I find out my UnityUK password?
- How do I change my library’s music, play set and language requests details in the UnityUK Help Pages?
- How do I change my region’s contact details on the UnityUK Help Pages?
- How do I update my Local Holidays?
- How do I update my UnityUK mailing list details?
- How do receive an item when the request status is not supplied?
- I get an error when trying to retrieve my IFM Report
- I have a query about my invoice. Who do I contact?
- My message to the UnityUK mailing list cannot be sent as it ‘exceeds the maximum message size of 16,000 lines’. How do I fix this?
- Our finance department cannot process UnityUK invoices with both credit and debit lines. Could these be separated into 2 documents?
- Our local IP address has changed, will this affect our access for UnityUK?
- We are moving to new premises, how do we change our address and when?
- What is our UnityUK symbol?
- When we receive a request on UnityUK, has that request gone out to other possible suppliers as well, or just us?
- When will requests entered by my library users appear in UnityUK?
- Why are some locations listed in the catalogue as ‘Not an ILL participant’?
- Why has OCLC sent me a copy of a BLDSS ARTEmail Replies In Tray?

• **UnityUK media repository**

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