

Interlibrary Loan Order Form

1. PERSONAL DETAILS

NAME

MEMBERSHIP NUMBER

EMAIL

ADDRESS

2. SPECIFICATIONS

LOAN (£20 from UK libraries)

COPY (£13 from UK libraries)

IF THIS ITEM CANNOT BE OBTAINED FROM WITHIN UK I AM WILLING TO PAY UP TO £_____ TO OBTAIN IT FROM OVERSEAS

*Items from overseas usually cost a minimum of £15 (Copies) and £25 (Loans). We will cancel your request if we cannot obtain the item for the price you specify above

IT IS ESSENTIAL I AM ABLE TO TAKE THE ITEM HOME(Loans only)†

I DO NOT WANT A MICROFORM (Loans only)†
†This may mean we are unable to obtain the item

CANCEL MY REQUEST WITHOUT CHARGE IF NOT FILLED BY THIS DATE _____*
*This date must be at least 21 days after submitting your request

3. ITEM DETAILS

BOOK

JOURNAL

THESIS

CONFERENCE PROCEEDINGS

OTHER

TITLE

AUTHOR

JOURNAL

YEAR

VOLUME

PART

PAGES

OTHER INFORMATION (including source of reference if possible)

Please turn over

4. TERMS AND CONDITIONS

I agree to the Terms and Conditions overleaf

SIGNED

DATE

5. COPYRIGHT DECLARATION

To be completed for **all** COPY requests

Please supply me with a copy of the part of the periodical/part of the published work/part of the unpublished work, the particulars of which are specified above, required by me for the purposes of non-commercial research or private study. I declare:

1. I have not been previously supplied with a copy of the same material by you or any other Librarian.
2. I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy to any other person.
3. In the case of unpublished works, to the best of my knowledge the work had not been published before it was deposited in your Library and the copyright owner has not prohibited copying of the work.
4. In the case of published works, to the best of my knowledge nobody with whom I work or study has made or intends to make, at about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if this declaration is false in a material particular I shall be liable for copyright infringement as if I had made the copy myself.

SIGNED

DATE

TERMS AND CONDITIONS

1. CHARGES

- 1.1. The signatory of the order form ("User") is responsible for all charges associated with the request made through the Senate House Library ('Library') Interlibrary Loan service ('Service'), including:
- 1.2. Charges specified and agreed to by the User in section 2 of this Order Form, or as subsequently agreed by the User in writing.
- 1.3. Charges incurred by the Library if:
 - 1.3.1. An item loaned to the User in accordance with the Service is lost or damaged whilst issued to the User's Library account, either on or off Library premises.
 - 1.3.2. An item loaned to a User in accordance with the Service is returned to Senate House Library later than the agreed Due Date.
- 1.4. Any charges associated with extending the loan period, as agreed to by the User in writing.

2. CANCELLATIONS

- 2.1. Requests will be cancelled without charge once the date specified by the User in section 2 of the Order Form ('Cancellation Date') has passed, provided:
 - a) The Library has not yet shipped the item or notified the User the item is available for collection
 - b) The Cancellation Date is at least 21 days later than the date the Order Form was received by the Library
- 2.2. Requests may only be cancelled before the Cancellation Date subject to the written agreement of the Library

3. USE AND RETURN OF MATERIALS

- 3.1. Loaned items in accordance with the Service must be returned to the Library by the date associated with the item on the User's Library borrowing account ('Due Date').
- 3.2. Loaned items that are held for safekeeping within the Library will be returned to the owning library ('Supplier') once the Due Date has been reached without notice, unless an extension has been requested and approved in accordance with 3.3
- 3.3. The Due Date may be modified if the User requests an extension of the loan period. A request for such an extension must be submitted by the User in writing to the Library's Document Supply Services department no later than 5 working days prior to the Due Date. The existing Due Date remains in force until the Library has confirmed in writing that the loan period has been extended, at which point the Due Date will be modified
- 3.4. Use of loaned items is subject to any conditions specified by the Supplier, including but not limited to restrictions on removing items from the Library and photocopying of items
- 3.5. Where photocopying of an item is not restricted by the Supplier, Users are nevertheless expected to abide by the copyright legislation in force in the UK