

Alistair Harvey Learning Resources Centre
Inter-library Loan (ILL) Request Form

This form should **ONLY** be used for ILL requests by Staff.

Final-year students and SHAPE students in TY

Ref. No _____

(A) Requester's Information

Name: _____ Library Barcode: _____

Department: _____ Contact Phone No: _____ Email: _____@_____.

***** Requested by TY Final-year students to be supported by his/her Course/Project Coordinator *****

Course Code: _____ Course Year: _____

I would like to support the student's ILL request for his/her final year project.

Name of the coordinator _____ Position: _____

Signature: _____ Date: ____ / ____ / ____

(B) Request Item's Information

Loan

Journal Photocopy

Title (Book / Journal): _____

Author: _____ Article Title: _____

Year _____ Volume _____ Issue _____ Page(s) _____

Copyright declaration (if applicable): I declare that I have not previously been supplied with a copy of my request article by any library and this publication will be used only for my research or private study.

Signature: _____ Date: ____ / ____ / ____

*** Please note that the item should be collected asap upon notification from the LRC as it needs to be returned to the lending library before the due date.**

*** There's a cost and manpower involved in the collection and return of the loaned item.**

For LRC(TY) Use Only

This item was collected on ____ / ____ / ____

Signature: _____

Date: ____ / ____ / ____