



# The Library

Form No.: LIB/F-3

Request No.: \_\_\_\_\_

## Interlibrary Loan and Document Delivery Services Request Form

Requestor		School	
E-mail		Phone No.	

### DOCUMENT DETAILS:

Materials are not needed after the following date: \_\_\_\_\_

### Book (s)

Author(s)		Edition	
Title		Publication year	
Publisher (if available)			

*NOTE: Because we are getting this material from another library, it may take approximately one (1) to four (4) weeks for the material to arrive. When a requested book has arrived on loan, you will be notified when it is ready to be picked up. The maximum number of books can be requested through ILL is **THREE (3) BOOKS ONLY.***

Please indicate the course name & code no./research/project title:

Cost and charges will be paid by:

Research Funds/Grants: \_\_\_\_\_

Personal

Others (please specify): \_\_\_\_\_

### STATEMENT OF AGREEMENT: WARNING CONCERNING COPYING RESTRICTIONS

The Copyright Law of Malaysia [Copyright Act 1987(Act 332)] governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy/reproduction is not for the purpose of:

1. selling, letting for hire, or by way of trade, offering or exposing for sale or hire, the article;
2. distributing the article for the purpose of trade or for any other purpose to an extent that it will affect prejudicially the owner of the copyright or
3. by way of trade, exhibiting the article in public.

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable of copyright infringement and the penalty is, "shall, on conviction be liable to a fine not exceeding twenty five thousand ringgit or to imprisonment for a term not exceeding three years or to both."

***The Library reserves the right to refuse to accept a photocopying order if, in its fair judgement, fulfilment of the order would involve infringement of copyright law.***

Please read the following and check the statement of agreement at the bottom. If you do not check the statement of agreement, your request will not be processed.

- A. I agree to comply with the above copyright restrictions
- B. I am aware that I may keep the photocopies of articles
- C. I understand it usually takes a minimum of 2 weeks for delivery
- D. I can borrow a maximum of 3 Inter Library Loan items.

I have read and agree to the above conditions:

Yes

Please return all items, which you received on Interlibrary Loan promptly. This is particularly important because we rely on goodwill of other libraries to lend us materials. **RENEWAL ARE NOT POSSIBLE ON INTERLIBRARY LOAN ITEMS.**

Signed \_\_\_\_\_  
Requestor Date

**Approved by: Dean of School/R&D/T&L/Manager**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only: To be filled by The Library Staff**

Request sent to		Check-out date	
Date request sent		Check-in date	
Request received		Date return	

**Restrictions:**

- Library use only
- Copying not permitted/For reference and Closed Reserved Only
- No renewals
- Others \_\_\_\_\_

**Not sent / Cancelled because:**

- High demand
- Non circulating
- Lost
- Not found as cited
- In use
- In process
- Prepayment required
- Others \_\_\_\_\_

Officer-in-charge: \_\_\_\_\_ Date: \_\_\_\_\_