INTERLIBRARY LOAN REQUEST – BOOK

Why don’t you submit your requests electronically? It’s convenient and environmentally friendly. Try it out now. Submit your requests to us with our interlibrary loan system (ILLiad) available at http://www.cityu.edu.hk/lib/service/ill.

Important: If this print form is used, please register with our interlibrary loan system (ILLiad) available at the above URL first if you haven’t done so. Otherwise, we will not be able to process your request.

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Dept __________________ CityU EID __________ Daytime Phone __________

☐ Staff (Full/Part-time)* Position (in full) __________________

☐ Postgraduate Student (Full/Part-time)* ☐ M.Phil./Ph.D. ☐ Other degree courses
☐ Diploma/Certificate courses

*delete as appropriate

Book Title (Please provide complete title):
________________________________________________________________________

Edition: Publisher:
Publication Year: Place: ISBN:
Author(s):

Remarks:
________________________________________________________________________

If you are sure that the book is not available locally, please fill out the “Overseas Book Request” Section overleaf.

Interlibrary loan books from local sources will normally be available within 4-6 working days.

Notification Method: You will be notified by email via your email address (usually the CityU one) recorded in our Library system.

Available In:
(Checking the availability of the item yourself helps shorten the processing time.)

<table>
<thead>
<tr>
<th>Library</th>
<th>Call No.</th>
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<tr>
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<td>Others</td>
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The Library’s Privacy Policy can be accessed at http://www.cityu.edu.hk/lib/pps.htm
Overseas Book Request

The item is not available locally. The Library will try to obtain it from overseas sources.

If you know that the item is available from a particular overseas source, please let us know:

______________________________________________________________________________

However, please note that borrowing books from overseas sources is a timely and costly process. Please use this service only when the required item is out-of-print. For in-print items, please recommend the Library to purchase them instead. The online library book recommendation form is available at [https://lbapp01.lib.cityu.edu.hk/web_form/acq/recomm.php](https://lbapp01.lib.cityu.edu.hk/web_form/acq/recomm.php).

Estimated cost and time for items obtainable from:

i. British Library: HK$188.00 + air parcel postage (≅HK$200.00) [about 9-14 working days]

ii. Other overseas libraries: free to US$50.00 + air parcel postage (≅HK$200.00) [from 2 weeks to 2 months]

Please tell us the maximum amount you are willing to pay (i.e. Cost NOT to exceed) __________

____________________    _____________________
Requester’s Name          Signature

Payment Options

1. **Debit from the Library’s ILL Budget**

   Requester’s Name / Signature

   ______________________     ______________________
   Account Number  Expiry Date

   Signature of Principal Investigator

2. **Debit from Research Account** (for self-financing or CERG grant projects only.)

   ______________________     ______________________
   Requester’s Name / Signature

   ______________________     ______________________
   Account Number  Expiry Date

   Signature of Principal Investigator

3. **Debit from Department’s Own Account**

   ______________________
   Account Number

   ______________________
   Signature of HOD/Authorized Signature

Enquiries: 3442-5742 / 3442-5732 (Interlibrary Loan Services Office)  (20180907)