

The Hong Kong Academy for Performing Arts Libraries Inter-Library Loan Request Form

1. Please complete this form with as much details as possible and return it to the Circulation Counter / FTV Library.
2. It normally takes about a week to obtain an item.
3. You may be required to pay for the photocopying charges by cheque to the lending library.

Section 1. Requester's Details

Name: _____ School/Dept.: _____ Tel. No.: _____
 Status: Staff Academic / Admin.*
 Postgraduate Student I.D. No.: _____
 Degree / Non-Degree Student** I.D. No.: _____ Program/Year: _____
 (**Student must obtain prior endorsement from the Lecturer concerned before submitting the ILL request.)

Section 2. Lecturer's Endorsement (for Degree / Non-Degree Student Requester Only)

Course Title: _____ Course Code: _____
 Name of Lecturer: _____ Signature: _____

Section 3. Details of the Item

Book (for LOAN) / Periodical (for PHOTOCOPY only; requester must complete the **Appendix A** at the back)
 Author: _____
 Book / Periodical Title: _____
 Call No.: _____
 Publisher/Place: _____ Date of Publication: _____
 Volume: _____ No.: _____ Pages from p. _____ to p. _____
 Article Title: _____

Copyright Agreement:

I, the undersigned, undertake to conform to the Copyright Ordinance 1997 and the Intellectual Property (Miscellaneous Amendment) Ordinance 2000 and to settle any fines resulting from late return, loss of, or damages to the loaned item.

Requester's Signature: _____ Date: _____

For Office Use:

Approved by: _____ Date: _____
Librarian

ILL Request Date:		Remarks:	
ILL Request sent to:			
ILLiad Transaction No.(if any):			
Due Date/Photocopy Rec'd Date:			
Renewed Due Date:			
Date Returned:			

Form of Declaration and Undertaking

To: The Librarian of the Hong Kong Academy for Performing Arts Library

1. I , the undersigned, hereby request you to make and supply to me a copy of the aforesaid item stated in Section (3), which I require for the purposes of non-commercial research or private study.
2. I have not previously been supplied with a copy of *[the said article] *[the said part of the said work] or more than a reasonable proportion of the work or with copies of more than one article contained in the same issue of the periodical, by any librarian.
3. I undertake that if a copy is supplied to me in a compliance with the request made above, I will not use it except for the purpose of research or private study.
4. To the best of my knowledge, my request is not related to any similar requirements of another person whom I work or study with.
5. If a copy of the requested item is delivered to me by an electronic method, I will retain only a single paper copy of it and destroy the electronic copy after printing.
6. I would be responsible for any costs or damages the Library may suffer in relation to this photocopying should a dispute concerning copyright infringement arise.

Signature

Date.....

[Note: This must be the personal signature of the person making the request. A stamped or typewritten signature or the signature of an agent is not sufficient.]

* Delete whichever is inappropriate