

ACCEPTABLE USE POLICY – INTER LIBRARY LOANS

I wish to make application to The Orkney Library & Archive to acquire items via their Inter Library Loan service and I agree to their terms and conditions as detailed below:

I will provide my name and contact details (address, telephone number & email).

I will pay a mandatory charge per request as set by The Orkney Library & Archive. (The cost of acquiring a British Standard would be the full cost of a request as set by The British Library. The cost of acquiring a PhD Thesis can vary according to the supplier).

I will not exceed more than 10 requests within a 3 month period.

I will observe the loan period and return it within the stipulated term (the loan period is set by the lending library) and if I require it for longer than the loan period I will apply for an extension of loan via The Orkney Library & Archive and meet any costs incurred.

I will agree to pay any onward postage costs if I am unable to collect my request from the library within a reasonable time after being notified of its arrival. If I am asked to contribute to the cost of return postage of items heavier than 2kg I will agree to meet this cost.

If I fail to collect the item that I have requested for any reason I will pay the full cost of the request (as set by the lending library) together with the cost of the return postage.

I understand that if I cancel a request I may be liable for the full costs incurred.

PLEASE NOTE: Business applications would be expected to pay full costs. If a book is still in print and costs under £15.00 to purchase, or if it has been published within the last six months, we cannot use this service to acquire it for you.

I have read and and agree to the above conditions:

Signature: _____

APPLICATION FOR AN INTER LIBRARY LOAN

DATE:	
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NAME:	
ADDRESS:	
PHONE NO:	
EMAIL:	

Reason for request (delete as appropriate): Formal Course* / Private Study / Leisure / Business
* Course title:
* Duration of course:
* Course provider (i.e. Name of Institution):
Type of course (delete as appropriate): Full time / Open Learning / Distance Learning

BOOK

Author:	
Title:	
Publisher:	
Year:	
ISBN:	
Source of Ref:	

SERIAL ARTICLE

Journal title:	
Article title:	
Article author(s)	
Year:	
Volume:	
Part:	
Page numbers:	
Source of Ref:	