

## **ACCEPTABLE USE POLICY – INTER LIBRARY LOANS**

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

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

I will pay the current request rate as set by The Orkney Library & Archive, and I will also pay the full postage cost for return of items to the lending library, over and above the request rate. (The cost of acquiring a British Standard is a set by The British Library. The cost of a PhD Thesis can vary according to the supplier).

I 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.

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 standard loan period, I will apply for an extension of loan via The Orkney Library & Archive and meet any costs incurred.

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

If I fail to collect the item that I have requested for any reason I will pay the full cost of the request plus the return postage.

**PLEASE NOTE: Business applications would be expected to pay full costs. If a book is still in print and costs under £25.00 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**

<b>DATE:</b>	
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<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE NO:</b>	
<b>EMAIL:</b>	

<b>Reason for request</b> (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:	