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| Box Hill Institute Library – Student Interlibrary Loan Request Form |
| Certificate, Diploma, Advanced Diploma and Graduate Certificate students |

##### Instructions

* Check the Box Hill Institute Library Catalogue first. You can only place a request for a course related item not held by our Library. You cannot use the program if you have items 21 days or more overdue.
* Complete the details below, then either print the form and take it to any branch of the library **OR** email it to ill@boxhill.edu.au
* Standard interlibrary loans of physical items (such as books or DVDs) cost $28.80. Document delivery requests cost $18.70 for items that are 25 pages or less in length. Additional costs apply for items exceeding 25 pages (*you will be advised of the actual cost for a document delivery request before the order is processed*). Costs are payable on collection of the item. Items typically take about one to two weeks to arrive. Loan periods vary according to the supplying library’s loan policy and generally cannot be renewed.

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| **Borrower Details** |

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| Student ID no. |  |  |  |  |  |  |  |  |  Campus: |  |

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| Name: |  |  Phone: |  |

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| Email Address: |  |

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| **Item Details** |

* For books: author, title, edition, publisher, ISBN, date and place of publication.
* For DVDs: title, producer’s name, director’s/writer’s name, date of release, place or origin.
* For periodical articles: author, title of article, title of periodical, volume & issue no., month, year & page numbers.
* For conference proceedings: author, title of paper, title of conference, year and page numbers.

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Please complete only one of the sections below, as appropriate.

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| **Copyright Declaration for Photocopy Requests** |

* *I understand that all documents requested by me through the library’s interlibrary loan service are subject to copyright restrictions, as per section 49(1) of the Copyright Act.*
* *I agree to abide by the regulations of the Act for all such items.*
* *COPYRIGHT DECLARATION under Section 49(1) of the Copyright Amendment Act 1980. I require this copy for the purpose of study or research and will not use it for any other purpose. I have not previously been supplied with a copy of this article or work.*
* *In the event that my request is for more than one article from the same issue of a periodical, I further declare that each article is required for the same research or course of study.*

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

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| **Conditions of Loan** |

# Liability for lost or damaged items - *I understand that I am liable for the replacement cost of any interlibrary loan item which is damaged, lost or stolen during the loan period and any overdue loan period*.

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