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| Box Hill Institute Library – Student Interlibrary Loan Request Form |
| For Students enrolled in degree or higher level qualifications |

##### 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 library branch **OR** email it to ill@boxhill.edu.au
* Items typically take 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.

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_