

## The Hong Kong Academy for Performing Arts Inter-Library Loans 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:		Collected by:	In House / DHL Service*
ILL Request sent to:		Returned by:	In House / DHL Service*
ILLiad Transaction No.(if any):		Remark:	Send thur ILLiad / e-mail*
Due Date/Photocopy Rec'd Date:			
Renewed Due Date:			
Date Returned:			

\*Delete as appropriate

## 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 purpose of 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. 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