

The Hong Kong Academy for Performing Arts Libraries Inter-Library Loan 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 e-copy only; requester must complete the **Declaration Form**)
 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 (Cap.528) 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:		Remarks:	
ILL Request sent to:			
ILLiad Transaction No.(if any):			
Due Date/Photocopy Rec'd Date:			
Renewed Due Date:			
Date Returned:			

*Delete as appropriate

Declaration Form

Notes:	1. Completing the Declaration Form is a requirement by the Copyright Ordinance. 2. The completed and signed Declaration Form should be sent to Circulation Counter of the Academy Library or emailed to: library@hkapa.edu
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To: The Librarian of the Hong Kong Academy for Performing Arts Libraries of 1 Gloucester Road, Wanchai, Hong Kong

1. I, _____ (name) of _____
_____ (address), request you to
make a copy of *[_____
(particulars of article)] *[_____
(particulars of work of which a part is required to be supplied and particulars of that part)]
and supplied the copy to me. I require the copy for the purposes research or private study.
2. *[I have never had a copy of *[the article] *[the part of the work].] *[I had had a copy of
*[the article] *[the part of the work] but the copy has been lost, destroyed or damaged.]
3. To the best of my knowledge, my requirement for a copy of *[the article] *[the part of the
work] is not related to any similar requirement for the copy of any other person.
4. I undertake that if the copy is supplied to me in compliance with the request made above, I
will not use it except only for the purposes of research or private study.
5. I undertake that if the copy is supplied to me in compliance with the request made above, I
will not reproduce, communicate or other disseminate the copy without a licence of copyright
owner or beyond the scope of a permitted act under the Copyright Ordinance (Cap. 528).
6. I understand that a reproduction, communication or dissemination of the copy (if supplied) in
breach of the undertaking made under paragraph 5 may constitute copyright infringement
and incur legal liability.

Signature: _____

Date: _____

* Delete whichever is inappropriate