



Inter- Library Loan (Book) Request Form

Date of Reservation: _____ Day _____

Information about the item you want:

Author(s) / Editor(s) name : _____

Title : _____

ISBN (if available) : _____ Dewey Class: _____

Edition (if applicable) : _____

Place of publication : _____

Publisher / Institution's name : _____

Year of publication : _____

I will be fully indemnify and responsible against all the rules and Copyright Law that have been stated in this form.

(Signature)

Your Name : _____

Student / Staff ID : _____

Faculty/School/Centre : _____

Your email address : _____

RULES

What can I request?

All requests submitted must support or relate to current research and/or teaching at Swinburne. Material will be obtained from within Sarawak. Fees will be charged to obtain unrelated material

Some restrictions and/or charges apply to requests for material held in other university libraries in Sarawak. Access to ILL service is suspended if you have overdue loans at Swinburne Library.

To ensure timely delivery, users should submit requests fourteen or more days before items are needed.

ILL Limitations

- Materials available in Swinburne Library
- Materials which are expensive and/or expensive to deliver

Many libraries will not lend their:

- Highly used library materials
- Reference books and Audio Visual materials
- Theses and dissertations
- Rare and fragile items

Copyright Law

All requests must comply with the Copyright Law as stated below:

The copyright law of Malaysia (Copyright Act (Act 332) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy/reproduction is not for:

1. selling, letting for hire, or by way of trade, offering or exposing for sale or hire, the article;
2. distributing the article
 - i. for the purpose of trade; or
 - ii. for any other purpose to an extent that it will affect prejudicially the owner of the copyright; or
3. by way of trade, exhibiting the article in public

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable of copyright infringement and the penalty is "shall on conviction be liable to a fine not exceeding twenty five thousand Malaysia Ringgit or to imprisonment for a term not exceeding three years or to both".

INFORMATION RESOURCES reserves the right to refuse to accept a copying orders if, in its judgments, fulfillment of the order would involve violation of copyright law.

I request a copy of the item described above and declare that I require the copy for research or study and will not use it for any other purpose nor provide copies to other persons, and that I have not previously been supplied with a copy of this item by an authorised officer of the library. To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

(Signature)

(Signature)

Date Received: _____

Date Returned: _____