

Interlibrary Loan Request



APPLICANT DETAILS

Name	<input type="text"/>	Surname	<input type="text"/>
Membership No. <i>(Must be a library member to make a request)</i>	<input type="text"/>		
Daytime Phone	<input type="text"/>		
Not needed after (date)	<input type="text"/>	Collect at (branch)	<input type="text"/>

☐

BOOK

Title	<input type="text"/>		
Author	<input type="text"/>	Date of Publication	<input type="text"/>
Other information	<input type="text"/>		

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COPY OF JOURNAL ARTICLE

Title of journal	<input type="text"/>						
Volume	<input type="text"/>	Number	<input type="text"/>	Date	<input type="text"/>	Pages	<input type="text"/>
Author of article	<input type="text"/>						
Title of article	<input type="text"/>						

Declaration under Section 49 Copyright Act 1968 - AUS:S49

This copy is required for the purpose of research or study, will not be used for any other purpose, and has not previously been supplied to me by an officer of the library.

Signature	<input type="text"/>
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CONDITIONS OF THE INTERLIBRARY LOAN SERVICE

- The initial handling fee is **NON – REFUNDABLE**.
- Requests can take up to 28 days to process, and then availability is dependent upon the lending library.
- **Please Note: Items can be recalled by the lending library at any time.**
- The library reserves the right to decide whether requests are obtained. Requests that fall outside the Library's interlibrary loan guidelines will not be supplied.
- A charge may apply for lost or damaged items. This charge will be set by the lending library.
- **Failure to return items on time and in good condition may result in the suspension of ILL privileges and/or the payment of replacement charges.**

Please indicate whether you are willing to pay extra charges if a copy cannot be found through a non-charging library. (Recommended prices are shown in the Australian Interlibrary Resource Sharing (ILRS) Code)

☐

Yes

☐

No

Lending Libraries may stipulate items must be used in the library and not loaned out. Please indicate if you are willing to use items in the library

☐

Yes

☐

No

Signature

PRIVACY PROTECTION NOTICE

The personal information that Blue Mountains City Council ("Council") is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA).

Purpose of collection: This information is being collected to provide the interlibrary loan service.

Intended Recipients: Blue Mountains City Council employees.

Supply: The supply of information by you is voluntary. If you are unwilling to provide this information, Blue Mountains City Council may be unable to provide access to the interlibrary loan service.

Access and Correction: You may access or amend your personal information held by Blue Mountains City Council. Please contact the Council on (02) 4780 5000 or by email at council@bmcc.nsw.gov.au

Storage: Blue Mountains City Council located at 2-6 Civic Place Katoomba NSW 2780 is collecting this information and will store it securely.

For further details on how Blue Mountains City Council manages personal and health information, please refer to our Privacy Management Plan.

OFFICE USE ONLY

Catalogues searched: BMCC LADD TROVE

Updated December 2023

Staff Name

Interlibrary Loan Request



FULL/CORRECT CITATION

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HOLDING LIBRARY	CALL NO.	EDITION	METHOD/DATE CONTACTED

Progress
Report
Requested

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Cancelled

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Comments

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Requested

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LADD No.

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Received

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Symphony No.

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Catalogues searched: BMCC LADD TROVE

Staff Name

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Updated June 2020

