

InterLibrary Loan Request Form

The undersigned _____,
email _____

Requests the Interlibrary Loan (ILL) for the following text:

Author: _____

Title: _____

Publishing House _____ Year of publication _____

Author: _____

Title: _____

Publishing House _____ Year of publication _____

Author: _____

Title: _____

Publishing House _____ Year of publication _____

having verified that these volumes are not present in the Library.

I also read and accept the following facts:

- Waiting times vary according to the availability of the requested works at the lending library. The methods of consultation, authorization and duration of the home loan are also established by the lending libraries.
- Upon receipt of the volume(s), the user will be promptly notified.
- Upon the expiry of the deadline, the library is required to return it to the owner library (even in the event that the applicant, duly informed, has not read the work).
- If the volume is allowed for home loan, the user is required to return it in the same state of conservation in which it was received. If not, he will have to replace it with another

new one or reimburse the Library for the costs incurred to replace it. Failure to comply with the commitments by the reader will result in suspension from the service.

- The research of the material and the submission of the request is carried out free of charge by the library.
- Requests will preferably be forwarded to libraries acting on a reciprocal basis.
- Please promptly notify any cancellation of the request, **otherwise any costs incurred by the Library will be charged.**

Date _____

Signature _____