

INTERLIBRARY LOAN (ILL) FORM

A. APPLICANT DETAILS

NAME : _____

ID NUMBER : _____

FACULTY : _____

TELEPHONE : _____ EMAIL : _____

DATE : _____

POSITION : _____

(Please tick)

Student (PHD / Master / Bachelor / Diploma)

Lecturer

Others (Please state)

B. DESCRIPTION OF MATERIALS

Title of Article :	
Title of Material :	
Author :	
Vol / No / Bil / Issue :	Source :
Page :	Format : Book / Journal / Standard /
Year :	(Please underline) Proceeding / Thesis

Title of Article :	
Title of Material :	
Author :	
Vol / No / Bil / Issue :	Source :
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Notes : 1) Kindly check UMP Library collections before fill in ILL application form
2) Kindly attached relevant materials to support your application

DECLARATION OF APPLICANT INTER-LIBRARY LOAN (PAP)

I (name of applicant), _____ ID No. _____
confess for request Interlibrary Loan materials and I have read and understand the rules and procedures
as below:

1. I declare that the details provided are valid and correct.
2. I am solely responsible for materials that have been loaned to me.
3. I am ready to bear all the cost of payments if the borrowed material lost, damaged or fail to return.
4. I am ready to pay all cost of articles that I request from inside and abroad at the rate prescribed by the
supplying library.
5. I declare that I will pay all fines imposed on me due to my own negligence.
6. I have verified and checked the materials were not available in the library collections.
7. I will return the materials 3 days from the due and I will notify the Reference Unit if I want to renew
(4 days from the due date).

Signature of Applicant

ID No. : _____
Date : _____

FOR OFFICE USE ONLY	
Received by (staff) :	_____
Date Received :	_____
Application status :	<input type="checkbox"/> Successful <input type="checkbox"/> Not Successful Please provide reason _____
Item Received Date :	_____
Officer in Charge :	_____
Due Date:	_____
Supplier Library:	_____