

Hong Kong Baptist University Library

Interlibrary Loan (ILL) Lending Service Guidelines

Fulfilment Time:

- Loans: Within 16 calendar days
- Document Delivery: Within 8 calendar days

Non-Circulating Material Types:

- Audio-visual Materials
- Microforms
- Music Scores
- Periodicals
- Popular Books
- Reference Materials
- Course Reading (Reserve) Materials
- RRS Storage Collection
- Shek Mun Campus Library Collections
- Special Collections
- Stitch-bound Books
- Theses

Scanning service for the following material types is *Unavailable*:

- Audio-visual Materials
- Electronic Resources
- Music Scores
- RRS Storage Collection
- Shek Mun Campus Library Collections
- Theses

Loan Period:

4 weeks subject to recall (renewal requests from overseas libraries are not entertained)

Service Fees:

Libraries	Local non-UGC ¹	Overseas	
		Invoice ²	IFLA voucher
Loans (per item)	Free ³	US\$25	3
Document Delivery (per article)	HK\$5	US\$15	2
Rush Request (surcharge per article)	HK\$10	US\$10	1.5

¹ UGC Libraries refer to university libraries funded by the University Grants Committee of the Hong Kong Government.

² In addition to IFLA vouchers, cheque payments are accepted - please make the payable to "Hong Kong Baptist University".

³ There is no service charge for libraries that have reciprocal ILL service agreements with our library.

Request Methods:

- Already have accounts with us: Please submit requests by login to your account ([link](#))
- First time users: please contact us at libill@hkbu.edu.hk or by fax 852-3411-7372.

Delivery Methods:

- Loans: Local non-UGC Libraries – collected and returned by borrowing institutions
Overseas Libraries – by air mail
- Document Delivery: electronic delivery, article exchange, fax or air mail

Contact Information:

Library Name : Hong Kong Baptist University Library
Address : User Services team
34 Renfrew Road
Kowloon Tong
Hong Kong
Telephone : 852-3411-5248
Fax : 852-3411-7372
Email : libill@hkbu.edu.hk
OCLC Symbol : H2K