Hong Kong Baptist University Library
Interlibrary Loan (ILL) Lending Policies

Charges

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Local non-UGC</th>
<th>Overseas&lt;br&gt;Paid by invoice</th>
<th>IFLA vouchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans (per item)</td>
<td>*Free</td>
<td>US$25</td>
<td>3</td>
</tr>
<tr>
<td>Photocopies</td>
<td>**HK$5</td>
<td>US$15</td>
<td>2</td>
</tr>
<tr>
<td>Rush (surcharge per article)</td>
<td>HK$10</td>
<td>US$10</td>
<td>1.5</td>
</tr>
</tbody>
</table>

* for Hong Kong, Macau tertiary institutions and government libraries with reciprocal agreement
** except libraries with reciprocal agreement

Submission of Requests

- Requests can be submitted through our ILLiad Lending Web form: [http://158.182.30.62/illiad/lending/lendinglogon.html](http://158.182.30.62/illiad/lending/lendinglogon.html)
- For first time users, please send email to libill@hkbu.edu.hk to activate your account.
- Requests can also be submitted via ISO ILL Protocol, email, fax or ALA form.

Turnaround Time

- Items will be shipped within 1 week.

Methods of Delivery

- Loans:
  Local non-UGC Libraries – collected and returned by the borrowing institutions
  Overseas Libraries – by airmail
- Photocopies: electronic delivery, fax or airmail.

Billing Method

- An invoice will be sent with the material.
Payment Method

- By check payable to “Hong Kong Baptist University”
- IFLA vouchers

Materials Not Loaned

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

We will not provide copies for the following materials

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

Loan Period for Books

- 4 weeks (no renewals for overseas requests)

Contact Information

Library Name : Hong Kong Baptist University Library
Address : Circulation & ILL Section
34 Renfrew Road
Kowloon Tong
Hong Kong

Telephone : 852-3411-7445
Fax : 852-3411-7372
Email : libill@hkbu.edu.hk
OCLC Symbol : H2K

4 December 2015