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:
• Audio-visual Materials
• Microforms
• Music Scores
• Offsite Storage Collection
• 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
• Offsite Storage Collection
• 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:

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Local non-UGC¹</th>
<th>Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Invoice²</td>
</tr>
<tr>
<td>Loans (per item)</td>
<td>Free³</td>
<td>US$25</td>
</tr>
<tr>
<td>Document Delivery (per article)</td>
<td>HK$5</td>
<td>US$15</td>
</tr>
<tr>
<td>Rush Request (surcharge per article)</td>
<td>HK$10</td>
<td>US$10</td>
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Revised on 15 October 2020
UGC Libraries refer to university libraries funded by the University Grants Committee of the Hong Kong Government.

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

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

**Request Methods:**
Email: libill@hkbu.edu.hk OR 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 : Circulation & ILL Section
          34 Renfrew Road
          Kowloon Tong
          Hong Kong
Telephone : 852-3411-2719
Fax : 852-3411-7372
Email : libill@hkbu.edu.hk
OCLC Symbol : H2K