Days to Respond:
- Loans: Within 16 calendar days
- Photocopies: 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 following materials 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)

Fees¹:

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Local non-UGC²</th>
<th>Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Paid by invoice³</td>
</tr>
<tr>
<td>Loans (per item)</td>
<td>Free</td>
<td>US$25</td>
</tr>
<tr>
<td>Photocopies (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>
</tr>
</tbody>
</table>

¹There is no service charge for libraries which have reciprocal agreement of ILL services with our library.

²UGC Libraries refer to university libraries funded by the University Grants Committee of the Hong Kong Government.

³In addition to IFLA vouchers, check payment is accepted - please write the check payable to “Hong Kong
Request Methods

- ILLiad Lending Web form
  https://lib-ill.hkbu.edu.hk/illiad/lending/LendingLogon.asp
- Email: libill@hkbu.edu.hk
- Fax: 852-3411-7372

Delivery

- Loans:
  - Local non-UGC Libraries – collected and returned by borrowing institutions
  - Overseas Libraries – by air mail
- Photocopies: 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 : 852-3411-7445
Fax : 852-3411-7372
Email : libill@hkbu.edu.hk
OCLC Symbol : H2K

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