

## 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
- Shek Mun Campus Library Collections
- Special Collections
- Stitch-bound Books
- Theses

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

- Electronic Resources
- Music Scores
- 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 <sup>1</sup>	Overseas	
		Invoice <sup>2</sup>	IFLA voucher
Loans (per item)	Free <sup>3</sup>	US\$25	3
Document Delivery (per article)	HK\$5	US\$15	2
Rush Request (surcharge per article)	HK\$10	US\$10	1.5

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

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

<sup>3</sup> 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](mailto: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](mailto:libill@hkbu.edu.hk)  
OCLC Symbol : H2K