

Hong Kong Baptist University Library

Interlibrary Loan Lending Policies for non-JULAC Institutions

I. Placing a Request

We accept Interlibrary Loan request from other institutions via the following channels:

- Rapido
- RapidILL
- OCLC WorldShare ILL [OCLC Symbol (H2K)]
- Email to libill@hkbu.edu.hk

Items Available for ILL Lending:

- General books (including Chinese Medicine Library)
- Oversize books
- Serials (including Chinese Medicine Library; Digital delivery only)

II. Loan Policies

	Loan Period (including shipping)	Renewal	Recalled items
Local libraries (non-UGC)	4 weeks	2 times, unless recalled by HKBU users.	We may recall the requested item at any time, and it must be returned promptly after receiving the recall notice.
Overseas libraries	8 weeks	--	

III. Delivery and Return of Materials

Borrowing libraries are expected to observe [IFLA's International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure](#).

Category	Local libraries (non-UGC)	Overseas libraries
Loan	Pickup and returned by the borrowing library	By air mail and returned by the borrowing library
Digital delivery	Delivered electronically	

IV. Fee

Category (per item)	Local libraries (non-UGC)	Overseas libraries	
		Invoice	IFLA voucher
Loans	Free for reciprocal partners; Otherwise, HKD20	USD25	3
Digital Delivery	HKD5	USD15	2

- We accept OCLC IFM, IFLA vouchers, [online payment](#), or cheque payment (payable to “Hong Kong Baptist University”).
- For **lost or damaged library items**, the requester / borrowing library will be responsible for paying the full value of the replacement, processing charge of HKD60, and the overdue fines accrued accordingly.

V. Copyright Declaration Requirements

HKBU Interlibrary Loan service is provided in strict compliance with Hong Kong’s copyright regulations i.e. [Section 38 of the Copyright Ordinance](#) and the [Copyright \(Libraries, Museums and Archives-Prescribed Conditions for Making Copy\) Regulation](#).

To comply with copyright regulations, **signed declaration forms from the requester and the requesting library are required when both of the following apply:**

1. There is no explicit permission in the licence or from the copyright owner allowing HKBU Library to make and supply a copy for interlibrary loan; and
2. The request requires HKBU Library to make a copy (for example, scanning pages from print or downloading an article/chapter to supply).

This requirement does not apply to physical loans of whole books.

VI. Shipping Address

Interlibrary Loan
User Services Team
Level 3, Au Shue Hung Memorial Library
Hong Kong Baptist University
34 Renfrew Road, Kowloon Tong
HONG KONG SAR

VII. Enquiry

For any questions, please contact our User Services team at libill@hkbu.edu.hk or call +852 3411-7445.