Blackburn College Library
Inter-Library Loan Request Form

Have you checked the Library Catalogue and iSearch?

Student ID Number......................................................... Course/Level.................................................................

Name............................................................................. Contact Number............................................................

Material required (please tick as appropriate)
Book (Loan/Chapter) ☐  Journal ☐  Conference Paper ☐  Thesis ☐  Other ☐ .................................

Author/Editor.......................................................................................................................................................

Title of article / publication ....................................................................................................................................

Publisher/place of publication...................................................................................................................................

Date of publication........................................................ Edition................................................ ISBN/ISSN............................................................

Volume........................................ Part/Issue................................................ Pages...........................................................

Any other information....................................................................................................................................................

Copyright Declaration
I declare that:
• I have not previously been supplied with a copy of the same material by you or any other librarian;
• I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and
• To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and I shall be liable for infringement of copyright as if I had made the copy myself.

Signature.......................................................................................................................... Date......................................................

Important
• Fill in a separate form for each request you would like to make.
• Once completed, take the form(s) to the Library Service Desk with payment.
• The first 4 items can be requested at a non-refundable cost of £4.00 per item.
• Any further requests will be charged at the full British Library request rate (from £5.70 - £15.40, dependent on request type).
• Please allow up to 14 days, although it could be longer in certain cases, for delivery to the library.
• Items are normally issued for three weeks. Please make sure you collect the item as soon as you can. No renewals are permitted. Please ensure items are returned by the specified due date as further charges will be incurred.