



**TUNKU AZIZAH KNOWLEDGE CENTRE  
IBRAHIM SAAD LEARNING HUB**

**INTERLIBRARY LOAN (ILL) APPLICATION FORM**

(Capital letter)  
 Full Name : \_\_\_\_\_  
 Ext.No : \_\_\_\_\_ Mobile No : \_\_\_\_\_  
 Email : \_\_\_\_\_ Matric No : \_\_\_\_\_  
 Faculty : \_\_\_\_\_ IC No : \_\_\_\_\_  
 Requestor (please tick [X])  
 Academic Staff     Administration Staff     Student     Others (please specify) \_\_\_\_\_

**(1) Material Details:**

ItemTitle			
Author (s)			
Publisher		ISBN No.	
Accession No			
Sourced Library			

**(2) Material Details:**

ItemTitle			
Author (s)			
Publisher		ISBN No.	
Accession No			
Sourced Library			

**(3) Material Details:**

ItemTitle			
Author (s)			
Publisher		ISBN No.	
Accession No			
Sourced Library			

**Instruction of Supply**

Circulation     Email     Photocopy     Others \_\_\_\_\_

**For Library Use**

Request Sent To : \_\_\_\_\_ Date Request Sent : \_\_\_\_\_  
 Date DocumentReceived : \_\_\_\_\_ Date of Loan : \_\_\_\_\_  
 Date of Returned : \_\_\_\_\_ Date of Renewed : \_\_\_\_\_  
 Mailed By : \_\_\_\_\_ Date Mailed : \_\_\_\_\_

- 1) The acceptance period of the materials are depend on the supplier. The applicant will be contacted once the items have been received.
- 2) The applicant is only allowed to borrow maximum 3 reference items.
- 3) The applicant must understand and agree to pay all costs related to Inter Library Loan procedures (if any).
- 4) The applicant is fully responsible to return the material that borrowed in good condition at the time.
- 5) The applicant is obligated to pay fine charges according to fine charge rate that has been enforced if the returned items is found late return, damage or lost.
- 6) The applicant is obligated to comply with the Library Book Loan Policy as been enforced by the MICET Library.

**Applicant Signature:**

**Librarian Signature:**

\_\_\_\_\_  
 Name :  
 Date :

\_\_\_\_\_  
 Name :  
 Date :

