

**HKIVE(Chai Wan) Learning Resources Centre**  
**UNIVERSITY LIBRARIES ( Inter-Library Loan ) REQUEST FORM**

LRC Reference No. : \_\_\_\_\_

***Requestor's Information :***

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

Library Barcode : \_\_\_\_\_

Staff : FT ☐ PT ☐ Department : \_\_\_\_\_

Student : FT ☐ PT ☐ Course No : \_\_\_\_\_

\* (For IVE final-year & Top-up Degree student with  
Course/Project Coordinator approval) \*

Contact Phone No : \_\_\_\_\_

E-mail : \_\_\_\_\_@vtc.edu.hk

***Request Item's Information***

Request for : Loan ☐ / Photocopy ☐

Request Date : \_\_\_\_\_

Last date needed : \_\_\_\_\_

Title ( Book / Journal ) \_\_\_\_\_

Author ( Book / Journal ) \_\_\_\_\_

Publisher : \_\_\_\_\_

Call No : \_\_\_\_\_

Title of journal article ( if applicable ) \_\_\_\_\_

Year \_\_\_\_\_ Volume \_\_\_\_\_ Part \_\_\_\_\_ Pages \_\_\_\_\_

Source of information ( if any ) : \_\_\_\_\_

**\* Copyright declaration ( for photocopy only ) : I undersigned, declare that I have not previously been supplied with a copy of my request article by any library and that this publication will be used only for my research or private study. \***

Requestor's signature : \_\_\_\_\_ Date : \_\_\_\_\_

***For Endorsement of Course / Project Coordinator***

I, undersigned, would like to support the student request for the item through interlibrary loan for the sole purpose that the student will need the item for his/her project.

Name of Course / Project Coordinator : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**For LRC Use ONLY :**

Reference No : \_\_\_\_\_

Supply Library : \_\_\_\_\_ Reply Date : \_\_\_\_\_ Due Date : \_\_\_\_\_

Request : Filled ☐ Failed : on loan ☐ missing ☐ not for loan ☐ others ☐