



MILA UNIVERSITY

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LIBRARY DEPARTMENT

No.1, Persiaran MIU, 71800 Nilai, Negeri Sembilan (Level 2)

Contact us : 06-7989362 / 9278 / 9357

Enquiry : library@mila.edu.my

INTERLIBRARY LOAN FORM

PERSONAL DETAILS			
NAME			
STAFF / STUDENT ID NUMBER			
REQUESTOR'S CATEGORY	<input type="checkbox"/> STAFF <input type="checkbox"/> STUDENT		
PROGRAM			
PHONE NUMBER		EMAIL	

ITEMS DETAILS			
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ITEMS CATEGORY:

BOOK	
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JOURNAL ARTICLE	
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OTHERS	
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BOOK @ JOURNAL TITLE			
ARTICLE TITLE (IF JOURNAL)			
SUPPLIER LIBRARY			
<small>*IF KNOWN</small>			
AUTHOR			
PUBLISHER			
EDITION		YEAR	
ISBN / ISSN		VOLUME	
CALL NUMBER ITEM			
PAYMENT METHOD / PRICE			
<small>*IF REQUIRED</small>			

**This form must be submitted 7 days prior to loan material needed*

INTER LIBRARY LOAN FORM

APPLICANT DECLARATION INTERLIBRARY LOAN

1. I am fully responsible for all the materials loan as follows: -
 - i. Willing to bear all costs if the borrowed material is lost, damaged or failed to return.
 - ii. Willing to pay the cost of the requested articles from inside and outside the country at the rate prescribed by lending library.
2. I admit that I already search at universities, government agencies and other institutions and I had identified location and include details of the materials needed. Any extended date for the materials should be inform to the responsible MILA University Library staff 4 days before the due date.
3. Charges for ILL materials will depend on the lending library charges. Most libraries in Malaysia have participated. in ILL cooperation and usually waive the charges. However, few libraries still maintain ILL postal charges.

Applicant Signature:

NAME:

DATE:

LIBRARY USE ONLY

STATUS	
DATE OF MATERIAL RECEIVED (From supplier library)	
DUE DATE (By supplier library)	
RETURN DATE (By MILA University library borrower)	
INSTITUTION / ORGANIZATION (Library supplier)	
NAME OF RECIPIENT (MILA University library staff)	
REMARKS (Renewal date / etc.)	