



**MILA  
UNIVERSITY**

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**LIBRARY**

**Address: No.1, Persiaran Manipal, 71800 Nilai, Negeri Sembilan (Level 2)**

**Contact us: 06-7989 200 Ext 9362 / 9278 / 9357**

**Enquiry: library@mila.edu.my**

**INTER LIBRARY LOAN FORM**

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

| ITEMS DETAILS |
|---------------|
|---------------|

ITEMS CATEGORY: 

|      |  |
|------|--|
| BOOK |  |
|------|--|

|                 |  |
|-----------------|--|
| JOURNAL ARTICLE |  |
|-----------------|--|

|        |  |
|--------|--|
| OTHERS |  |
|--------|--|

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

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NAME:

DATE:

### LIBRARY USE ONLY

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