

INTER-LIBRARY LOAN REQUEST FORM

Academic staff and Post-graduate students may request Inter-Library Loan for books that are not available in Taylor's library and databases. These items are requested from the libraries of other local public universities and foreign universities/institution.

Library > Taylor's University Library Tan Sri Loy Hean Heong Library Taylor's Clinical School Library

REQUESTOR DETAILS (All fields are mandatory)

Requestor Name	:	
Staff / Student ID	:	<input type="radio"/> Academic Staff <input type="radio"/> Post-Graduate Student
Contact No.	:	Taylor's Email:
Department / School:	:	
Programme Name	:	
Date of Request	:	

RESOURCE DETAILS (All fields are mandatory)

Book Title	:	
Author	:	
Edition	:	
Year of Publication	:	
Publisher	:	
ISBN No.	:	
Call Number	:	
Book Availability	:	

(Please state the location of the item, for eg: UKM Library)

Pickup Location	:	<input type="radio"/> Taylor's University Library <input type="radio"/> Tan Sri Loy Hean Heong Library <input type="radio"/> Taylor's Clinical School Library
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Purpose	:	
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IMPORTANT:

Malaysian Copyright Law (Act 332)

All requests must comply with the Copyright Law as stated below: The copyright law of Malaysia (Copyright Act (Act 332)) governs the photocopying or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy/reproduction is not for:

1. Selling, letting for hire, or by way of trade, offering or exposing for sale or hire, the article;
2. Distributing the article:
 - For the purpose of trade; OR
 - For any other purpose to the extent that it will affect prejudicially the owner of the copyright; OR
3. By way of trade, exhibiting the article in public.

FOR LIBRARY USE ONLY

Request submitted on :	Action	Action Taken by
Received by :	Status : Found Not Found	
	Sources : Local	
	Overseas	
(Signature)	Due Date :	(Signature)
Name :	User notified :Via Phone Email Walk in	Name :
Date :	Date : Time :	Date :
Remarks :		