

## **Inter-library Loan (ILL) Lending Policies to Academic Libraries in Hong Kong**

ILL lending policies to local academic libraries are listed :-

- a. Loan Quota and Period
  - 10 volumes for each Borrowing Library for 4 weeks
  - Loan period includes delivery time
  - Maximum loan period up to 8 weeks upon renewal
  - Renewal request has to reach VTC Lending Libraries through email 4 working days before the due dates
  
- b. Loan Materials
  - Limited to circulating books (accompanied material is subject to the agreement by VTC Lending Libraries and Borrowing Libraries) and the borrowing library does not have the same copy of the requested items.
  
- c. Delivery and Return
  - Borrowing Libraries are responsible for delivery arrangement of the items for loan, including collection and return, at the Circulation Counter of VTC Libraries/LRCs/LC.
  - Borrowing Libraries are requested to sign the acknowledgement receipt.
  
- d. Loss and Damage
  - Borrowing Libraries are responsible for returning their loaned items by the due dates.
  - In accordance to Clause 4.16 of the current VTC Library regulations, Borrowing Libraries have to settle an indemnity/prevalent maximum indemnity for lost and damaged library materials at the Lending Library.
  
- e. VTC reserves the rights to deal with any irregular cases caused by unusual ILL conduct. The Librarian-in-charge has the discretion to deal with these cases.