

Lingnan University Library

Interlibrary Loan (ILL) Service Guidelines

Introduction

To support resources sharing in the academic libraries (UGC Libraries not included) and other library communities, Lingnan University Library provides books, and journal articles / book chapters scanning services to local and overseas libraries, government departments/agencies and authorised/registered organisations with or without reciprocal agreements.

The scanning service must comply with the copyright laws of Hong Kong. Please refer to the library page at https://www.library.ln.edu.hk/en/research/publish/copyright/interlibrary_loan for details.

Request Method

Please place the request through the Lingnan University Library Interlibrary Loan (ILL) System (<https://illiad.ln.edu.hk/illiad/Lending/LendingLogon.html>).

For first time users, please contact us at library@ln.edu.hk to create an account.

Fulfilment Time

- Book:
 - within 14 calendar days (from local libraries)
 - about 1 – 3 months (from overseas libraries)
- Journal Article / Book Chapter: within 7 calendar days

Not Applicable Material Types

Not for loan:	Not for scanning service:
<ul style="list-style-type: none"> • Audio-visual Materials • Course Reserves • Good Reads • High Use Books • Language Collection? • Microforms • Music Scores • Periodicals • Reference Materials • Special Collections • Theses 	<ul style="list-style-type: none"> • Audio-visual Materials • eBooks • Music Scores • Special Collection • Theses

Loan Period, Recall and Renewal

- 60 days subject to recall

- Renewal up to 120 days and only applicable for local libraries. Please place the renewal request on the Lingnan University Library Interlibrary Loan (ILL) System (<https://illiad.ln.edu.hk/illiad/Lending/LendingLogon.html>)

Delivery and Return of Materials

	Local request	Overseas libraries
Book:	The borrowing library is responsible for pickup and return, or arrangement of courier service for pickup / return	Sent by registered airmail and should be returned in the same way
Article / Book Chapter:	Electronic Delivery	Electronic Delivery

Service Charges and Payment Methods

	Local request	Overseas libraries
Book:	HK\$50 each item	Service charges + postage fee for each item in US\$ (IFLA vouchers are accepted)
Article / Book Chapter:	HK\$50 each copy	Service charges in US\$ for each copy (IFLA vouchers are accepted)

Contact Information

Address: Interlibrary Loan Services
 Access Services
 Lingnan University Library
 8 Castle Peak Road,
 Tuen Mun,
 Hong Kong

Telephone: +852 2616 8586

Email: library@ln.edu.hk

OCLC Symbol: U00