

Lingnan University Library

Resource Sharing Partner Service Guidelines

Introduction

To support resource sharing in the academic libraries (UGC/JULAC 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. No lending service would be provided to individual researchers, they should contact their home institution or local library for such service.

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

For Ex Libris Alma Resource Sharing / Rapido users, please send the request via the system for our process. For first-time users or other non-Alma/Rapido users, please contact us at illstaff@ln.edu.hk

Fulfilment Time

Type	Time required
Book (returnable)	Within 14 calendar days (from local libraries) About 1 month (from overseas libraries)
Journal Article / Book Chapter (digital/non-returnable)	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 Examinations & Learning Resources• 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

- Initial 60 days subject to recall
- Renewal would be handled case by case, up to 120 days and only applicable for local libraries.

- Please place the renewal request through the Alma System or by email.

Delivery and Return of Materials

Type	Local libraries	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 Borrowing library should be responsible for the courier service when returning the item
Journal Article / Book Chapter	Electronic Delivery	Electronic Delivery

Service Charges and Payment Methods

Type	Charging Unit	Local libraries	Overseas libraries
Book	Volume	1 IFLA Voucher / HK\$50 each item	3.5 IFLA Vouchers + postage fee for returning the item
Journal Article / Book Chapter	1-20 scanned pages	1 IFLA Voucher / HK\$50 each copy	2 IFLA Vouchers
	21- 40 scanned pages	2 IFLA Vouchers / HK\$50 X 2 each copy	3 IFLA Vouchers
	41-60 scanned pages	3 IFLA Vouchers / HK\$50 X 2 each copy	4 IFLA Vouchers
	60 + scanned pages	Would be handled case by case only if copyright allowed	

To save admin and postage fee, we prefer IFLA Voucher.

For Rapido partners, please refer to the Pod Terms at

https://knowledge.exlibrisgroup.com/Rapido/Product_Documentation/07_Rapido_Pods#International_Pod_Members

Contact Information

Address: Resource Sharing Partner Service
Access Services
Lingnan University Library
8 Castle Peak Road,
Tuen Mun,
Hong Kong

Telephone: +852 2616 8586

Email: illstaff@ln.edu.hk ; library@ln.edu.hk

OCLC Symbol: U00