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| **INTERLIBRARY LOAN REQUEST and COPYRIGHT DECLARATION FORM** | RIA circle.jpg |

Title of book or periodical:

Author:       ISBN/ISSN:

Title of article:

Date of publication:       Volume/Part:       Pages:

Source of reference:

**Charges**

Charges will vary depending on the format and weight of the item and on the location of the lending library. Estimates can be provided in advance. Departments will be invoiced quarterly; Members will be invoiced on completion of a loan transaction.

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| Location of lending library | Loan Cost per item |
| Irish University Libraries (CONUL) | Up to €11 + p/p |
| UK Libraries | Up to €30 + p/p |
| Other European Libraries | Up to €16 + p/p |

Prices are subject to change.

***To the Librarian of the Royal Irish Academy Library, 19 Dawson Street, Dublin 2***

1. I hereby request you to supply me with a copy of the item specified above.
2. I have not previously been supplied with a copy of the same material by you or by any other librarian.
3. I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person.
4. To the best of my knowledge, no other person with whom I work or study has made, or intends to make at about the same time as this request, a request for substantially the same material for substantially the same purposes.
5. If this item was delivered by an electronic method (which includes facsimile transmission), I will retain only a single paper copy and destroy any electronic copies after printing.
6. I understand that if this declaration is false in a material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

**Signature:** ………………………………………………………………………………

**Name (IN CAPITALS):**

**Department:**

**Email:**       **Phone:**

**Date:** ……………………………………………………

*Data is transferred to a secure ILL database and is compliant with the Data Protection Acts 1988, 2003 & 2018 and (GDPR, EU 2016/679)). For further information on our records management please consult the notice on the back of this form or see* <https://www.ria.ie/library/about/services>

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**Procedures:**

Academy Members and staff may apply for items on **Interlibrary Loan (ILL)** provided that these are for work-related research or information.

1. Applicants for ILLs must complete a request form and sign the requisite copyright declaration.
2. Details of the loan item, the lending library, borrower or borrowing department, contact details etc. are input to a secure, passworded ILL database maintained by the Library.
3. If applications are initiated by email, a form will be sent to the requester for completion and signature.
4. Loans are computed annually for statistical purposes.
5. Spreadsheets will be generated recording the following data:

Borrowing Dept.; Request no.; Accounts to which payment to be transferred, e.g. Library Income; Miscellaneous Income (postage costs).

The spreadsheet will be forwarded to Accounts on a quarterly basis to enable transfers.

**Retention Schedules for ILL forms and records:**

**1** Applications are retained for three years for audit purposes and thereafter securely shredded.

**2** The borrower’s name and other personal data are deleted upon return of the loan.

**3** Other loan data are deleted after six years.

**4** Relevant Accounts data will be retained by the Accounts Dept. for six years.

Version 4, S. Fitzpatrick, Librarian

March 2019