

**Library of the Pontifical University of John Paul II in Kraków**

**INTERLIBRARY COOPERATION DECLARATION FORM**

Library/Institution .....

/fullname/

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/email/

turns to the Library of the Pontifical University of John Paul II (Kraków, ul. Bobrzyńskiego 10) to set a library account and undertakes to comply with the following Interlibrary Loan rules.

**Interlibrary Loan rules**

1. Interlibrary Loan Department makes the books and other library resources from the Library of the Pontifical University of John Paul II available to other domestic and international libraries and institutions.
2. Interlibrary Loan is conducted between cooperating libraries on a reciprocal basis. Books and other library resources are sent as "registered" or "insured" mail at the expense of the sending party.
3. Books included in the online catalogue and located in the Library of the Pontifical University of John Paul II with the "available" status can be ordered within the Interlibrary Loan.
4. Libraries and institutions cooperating with the Library of the Pontifical University of John Paul II within the Interlibrary Loan are obliged to send an interlibrary cooperation declaration form which is the basis to open an individual library account for a given library or an institution. Declaration forms shall be updated.
5. The Library of the Pontifical University of John Paul II sends login data for a library declaring interlibrary cooperation by e-mail or registered mail to an address indicated in a declaration.
6. An account is valid for an academic year. After the expiry date, the account has to be renewed by sending a new and actual completed declaration form.
7. The account limit for libraries and institutions borrowing books or other library resources is determined by the Library of the Pontifical University of John Paul II.
8. A library or an institution owning an active Interlibrary Loan Account orders books or other library resources having access to resources in the online catalog.
9. It is possible to order books or other library resources by e-mail or post.
10. The Library lends ordered books for a period of 1 month. The deadline can be changed with the consent of the Director of the Library of the Pontifical University of John Paul II.
11. Ordering library or institution makes received books and other library resources available to its readers without the right to borrow these materials.
12. In case of failure to return, delayed return, destruction or damage to books, the Library of the Pontifical University of John Paul II might suspend interlibrary cooperation with a given library or institution.
13. The Library of the Pontifical University of John Paul II reserves the right to decide about the type and number of interlibrary orders.

**The following employees of the Library/Institution are authorized to submit orders:**

Name and surname: .....

Signature of an employee: .....

Name and surname: .....

Signature of an employee: .....

Specimen seal

Date and signature of a director (manager) of a Library / Institution

Date

Signature

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**Annotations of the Library of the Pontifical University of John Paul II**

- date of receipt of the document.....
- assigned login data: account number, password.....
- signature of a library employee.....