

Library of the Pontifical University of John Paul II

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**INTERLIBRARY ORDER FORM**

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Library card number: .....

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**Interlibrary Loan rules**

1. Interlibrary Loan Department provides books and other library resources from other libraries for the needs of:
  - a. employees of the Pontifical University of John Paul II,
  - b. PhD students and students in their final year at the Pontifical University of John Paul II ,
  - c. other readers of the library (with the approval of the Director of the Library of the Pontifical University of John Paul II).
2. An order is accepted if a book or other library resource is unavailable in libraries in Kraków.
3. Interlibrary orders are placed by readers personally at the Library of the Pontifical University of John Paul II or by e-mail at [wm@upjp2.edu.pl](mailto:wm@upjp2.edu.pl) providing detailed bibliographic data of requested books or other library resources.
4. The reader shall have an active library account and shall fill in an order form so that an order is accepted.
5. Delivered books and other library resources are made available to the ordering party only in the Library of the Pontifical University of John Paul II without the right to borrow them outside the premises.
6. Books and other library resources are available for a period specified by the lending library.
7. A limit of orders for a reader is defined by the Library of the Pontifical University of John Paul II.
8. If a fee is charged for importing books and other library resources all costs of materials and a delivery are borne by the ordering party.
9. An employee responsible for a given Interlibrary Loan upon receiving the requested library resources or a negative response informs the ordering party about a way of completion of an order.
10. The Library of the Pontifical University of John Paul II reserves the right to decide about the type and number of interlibrary orders.
11. If a reader fails to collect ordered materials three times , the Library reserves the right to suspend a possibility of placing interlibrary orders by the reader.

**Bibliographic data of a book /other library resources ordered**

Author (name and surname): .....

Title: .....

Publisher's address (Place of publishing, Publishing house, year of publishing): .....

.....

I undertake to use the delivered materials for personal purposes only.

Date and signature of a reader: .....

**Annotations of the Library of the Pontifical University of John Paul II regarding the order processing**

Signature of a library employee: .....

**Annotations of a reader regarding the order processing**

Signature of a reader:.....