

Inter Library Loan Request Form

Document No. LFC719

Created: 04.12.2019

Last modified: 29.01.2021

ILL resource request No:

Bibliographic details of the requested resource:

Type of information Resource	*Author(s)/Editor(s):	*Title:	
<input type="checkbox"/> PHYSICAL <input type="checkbox"/> ELECTRONIC - BOOK - REPORT - STANDARD - PATENT - MANUSCRIPT - THESES - OTHER	Publisher:	Publication information:	*ISBN:
	The purpose of request / need for resource:		
<input type="checkbox"/> PHYSICAL <input type="checkbox"/> ELECTRONIC - PERIODICAL - JOURNAL - CONFERENCE PROCEEDING - ARTICLE	*Title of Periodical (in full):	*Year:	*Volume:
	*Author(s) /Editor(s):	Part/No. Pages:	*ISBN/ISSN:
	*Full Title of Article:		
	The purpose of request / need for resource:		

The urgency of the request:

☐ Rush request

☐ Regular request

Requestor's details:

STUDENT/STAFF ID CARD NUMBER	*Name, Surname:	*Please Specify:
	*E-mail Address:	Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/>
DATE OF APPLICATION	Tel.(work): Tel.(mob.):	Other <input type="checkbox"/> _____
	Course and Year/Department:	*Applicant's Signature:
		*Lecturer's Signature:

Copyright Declaration:

This is a legal declaration. You should read and agree to it by signing and dating each request you make for a copy. If you do not do so, the Library cannot accept your request.^[SEP] The signature should be the signature of the person making the request, and should be in ink. A typed, printed or stamped signature is not acceptable.

Declaration:

I certify that I wish to obtain this item for my own use, and that:

- I. I will comply with the copyright conditions as per my obligations under the [The Law on Copyright and Related Rights of the Republic of Azerbaijan, 1996](#), Chapter II, Article 18-19:

"Article 18. Reprographic reproduction of works by libraries, archives and educational institutions

Reprographic reproduction of work without consent of author or other right holder and without paying author's name and of source of borrowing, without commercial purpose and to the extent justified by the intended purpose:

a) for libraries and archives reprographic reproduction of lawfully published works in order to replace a lost, damaged or unusable specimens of a work; giving of specimens

of works in order to replace a lost, damaged or unusable specimens at other libraries' or archives' foundations, provided that in ordinary condition buying of such specimens is not possible in another way;

b) reprographic reproduction in a single copy of lawfully published separate articles and other small works or excerpts from work, or other short excerpts from written works (except for computer programs) made upon natural persons request by libraries;

c) reprographic reproduction of lawfully published separate articles and other small works or short excerpts from written works for training at educational institutions.

Article 19. Use of a Works for informational, scientific, educational and other purposes

The following shall be permitted without the consent of the author or other copyright holder and without paying the author's remuneration, but with mandatory indication of the author's name and of the source of borrowing:

1. the use of short excerpts in original or in translation as quotations from lawfully published works, also from newspapers and magazines to the extent justified by the intended purpose, in the form of press reviews for scientific, research, polemical, critical and informational purposes;

2. the use of short excerpts from lawfully published works to the extent justified by the intended purpose, in publications, radio and broadcastings, sound and video recordings of an educational nature;

3. the reproduction in newspapers, magazines and other periodicals or public performance of lawfully published articles on current economic, political, social and religious issues or broadcast works of the same nature, except for the cases prohibited by author or other copyright owner;

4. to reproduce, in order to present current events by means of photography or cinematography, broadcasting, cablecasting or other public communication of works seen or heard in the course of such events to the extent justified by the informational purpose. Nevertheless, the right of author to publish such works in collections shall remain in the force;

5. the reproduction in newspapers, magazines and other periodicals of open political speeches, views, addresses, lectures, thoughts in propaganda character and speeches made during court and other works of the same nature, or public communication thereof to the extent justified by an informational purpose. Nevertheless, the right of author to publish such works in collections shall remain in the force;

6. the reproduction of lawfully published works in Braille characters or other special means without commercial purpose (except for the works created especially for publication by such means).” (Extract from the [The Law on Copyright and Related Rights of the Republic of Azerbaijan, 1996](#), Chapter II, Article 18-19)

II. I will comply with the ADA University Library's related policy and procedures, and I confirm that:

(a) I have not previously been supplied with a copy of the same material by you or any

other Librarian;

(b) I will not use the copy except for research or private study, and will not supply a copy to any other person;

(c) To the best of my knowledge, no person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

It is the responsibility of the requestor to comply with copyright law. I understand that if the declaration is false in a material particular the copy supplied to me will be an infringing copy and that I shall be liable for this infringement of copyright. The library reserves the right to refuse to fill a request if, in its judgment, fulfillment of the order would involve violation of copyright law.

DECLARATION: I have read and agree to be bound by the copyright regulations printed on this form.

***SIGNATURE:** _____ ***DATE:** _____

Note 1: * Required fields. However, ADA University Library kindly asks you to fill out all fields in the form for quality and fast processing of ILL request.

Note 2: Requestors will be notified about the results of evaluation of the requested title(s) and response of the lending library during the period of 5 (five) to 8 (eight) calendar days.