

Rules for Provision of Interlibrary Loan Services (ILL) and International Interlibrary Loan Services (IILL) at the University Library of MBU

1. If a user needs a document which is not part of library collections of the UL MBU, he/she can ask for mediation of a loan from another library within the Slovak Republic (ILL). The loans are arranged by the Lending Department – Universal Reading Room, Tajovského 51, 974 01 Banská Bystrica.
2. ILL are provided as loans from library collections of the UL MBU for users of other libraries within the Slovak Republic and as loans from collections of other libraries within the Slovak Republic for users of the UL MBU.
3. If a user needs a document which is not held in collections of any library within the Slovak Republic, he/she can ask the UL MBU for mediation of a loan of a document from abroad (IILL). The UL MBU provides IILL by means of the Slovak National Library in Martin.
4. ILL are provided free of charge. In case of IILL, the UL MBU requires refunding of expenses invoiced by the contractor.

Price List of International Interlibrary Loan Services:

Loans from libraries in the Czech Republic	€ 3,30
Loans from other European countries than Czech Republic	€ 10,00
Loans from overseas libraries and from the British Library	€ 13,20
Photocopy	€ 0,30 / A4 page

5. The library which is lending the respective document is entitled to specify the type of a loan. If the terms of the loan specify that the document can only be studied as an on-site loan, within the premises of the library, the UL MBU will enable the user to study the document in the premises of the Universal Reading Room.
6. The UL MBU may only request documents which are not available in its own collections. The Library must not request a document held in its own collections which is presently borrowed.
7. Any registered user of the UL MBU can make a request for a loan within the ILL if he/she respects the Library Rules and Regulations of UMB and is not under any obligation to the UL MBU (blocked loans, unpaid fees, etc.).
8. Within the ILL the UL MBU only lends documents which are intended for off-site loans. Documents intended for on-site study, periodicals and qualification theses cannot be borrowed. Documents from departmental libraries may be borrowed only in exceptional cases.

9. If the UL MBU has sufficient number of copies for off-site loans, it can also lend literature from the previous two years, fictitious literature and textbooks. Loan period of documents from the UL MBU collections via ILL is 5 weeks, the fifth week serves for return of documents and communication between libraries.
10. Prolongation of an ILL loan is only possible if there is a sufficient number of free copies for loans, or if the document is not booked.
11. An ILL loan from the collections of the UL MBU is subject to the provisions of the Library Rules and Regulations of MBU regarding loans of documents. In case of borrowing documents from other libraries, the user must follow the terms specified by the supplying library.
12. The UL MBU accepts requests for ILL loans in form as follows:
 - electronic ILL request form (available on the website of the UL MBU);
 - ILL internal request form, submitted to a responsible staff member;
 - ILL request form sent by e-mail.
13. The loan request form must include following information: author, title, place and publishing year of the document (eventually ISBN), name and surname of the applicant (name of the library), workplace, and contact information.
14. The request form for a copy of an article must include following information: author and title of the article, title, issue and year of publishing of the magazine, number of pages, name and surname of the applicant (name of the library), workplace, and contact information.
15. Users of other libraries can only request the UL MBU for a document loan via the library where they are registered.
16. A loan is deemed an ILL loan if it is a document loan or a photocopy of an article.
17. The UL MBU provides:
 - Sending photocopies of magazine articles by ordinary mail;
 - Scanning magazine articles and sending the files by electronic mail.
18. The UL MBU arranges ILL requests for users from other libraries within 5 days.