



HAROLD KOHN VISION SCIENCE LIBRARY

Interlibrary Loan Reciprocal Agreement Form

This letter of agreement between the Harold Kohn Vision Science Library , herein referred to as the SUNY Optometry Library, and the \_\_\_\_\_ herein referred to as \_\_\_\_\_ outlines the Interlibrary Loans (ILL) facilities made physically and electronically available to each other.

- 1 This ILL Agreement is on reciprocal basis, between both libraries. The requesting Library will bear all responsibilities, in case of forward/return delivery/postage costs; overdue fines; security of and loss or damage to the borrowed item(s);
- 2 The Lending Library’s policy and procedures must be adhered to;
- 3 While it is understood that the Library’s in-house or regular individual user shall receive priority in borrowing privileges, the Lending Library shall endeavour to fulfil the request of the Borrowing Library;
- 4 The Borrowing Library should ensure that the due date is observed and that all precaution is taken to ensure the security of the items on loan and that no damage is done to the materials;
- 5 The Agreement is effective upon receipt by each Library of the duly signed (by both parties) ILL Letter of Agreement and will remain valid until specifically terminated in writing upon mutual consent;

Interlibrary loan Reciprocal Agreement Form

\_\_\_\_\_  
(Name and Signature of Librarian-in-charge)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Name of Library & Organization)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Interlibrary Loan and Document Delivery  
Harold Kohn Vision Science Library

\_\_\_\_\_  
(Date)