

# **Memorandum on Interlibrary Loan and Document Delivery Between the Shanghai Library and Library**

The Shanghai Library desires to enter into a collaborative arrangement for the sharing of information resource, development of new programs and services to benefit each other.

## **I General Principles**

1. The Shanghai Library and Library should comply with the related copyright law.
2. The Shanghai Library and Library should comply with the library policy by the supplier.
3. As to the details of interlibrary loan of the Shanghai Library, please refer to the attachment 1-1 (Policy for Interlibrary Loan of the Shanghai Library).
4. As to the details of document delivery for photocopies of Shanghai Library, please refer to the attachment 1-2 (Policy for Document Delivery of the Shanghai Library).
5. As to the details for the contact and payment information, please refer to the attachment 1-3 (Contact and Payment of the Shanghai library).

## **II Charges**

The Shanghai Library prefers the online payment or the payment by wireless transfer.

## **IV DURATION**

The memorandum is executed by the date when both parties have signed and it has been valid in the following two years. In the last month of the validation, if there are no objections, the memorandum will be valid in the next two years. It has two copies and each copy is to be given to both parties.

## **V Attachments**

The memorandum includes 3 attachments. Attachment 1-1 is Policy for Interlibrary Loan of the Shanghai Library; Attachment 1-2 Policy for Document Delivery of the Shanghai Library; Attachment 1-3 is Contact and Payment of the Shanghai Library.

The Representative of the Shanghai  
Library, The People's Republic of China

The Representative of Library

# **Attachment 1-1 Policy for Interlibrary Loan of the Shanghai Library**

The Shanghai Library and the University of British Columbia Library agree to lend books to each other according to their own library's policy.

## **Loan Period: (Delivery time excluded)**

1. 45 days.
2. All loaned materials may be recalled if needed by our library patron.

## **Document Scope for ILL:**

1. We only can loan the books according to our library's policy. (As to the collection information, please refer to <http://ipac.library.sh.cn>)
2. Other documents, such as newspapers, periodicals, reference books, rare books, manuscripts, etc., we can provide some photocopies.

## **Charge for ILL:**

1. **35USD** per book.
2. We only accept the payment online or by wireless transfer.
3. We do not accept OCLC IFM.

## **Notes:**

In order to serve the readers better, every library only can borrow 30 books at most from the Shanghai Library each month.

# **Attachment 1-2 Policy for Document Delivery of the Shanghai Library**

## **Scope for Document Delivery:**

It includes book chapters, journal articles, thesis, conference profiles, standards, patents, technical reports, historical documents, genealogies, pictures, old maps, modern books and periodicals, music documents, etc.

## **Service Type:**

Shanghai Library will supply copies by mail, EMS, email, fax, Ariel, etc. according to the requests.

## **Charge:**

### **1. As to ordinary documents:**

The Shanghai Library charges 5USD per article.

### **2. As to historical documents and genealogies published before 1949:**

The Shanghai Library charges additional fees (USD 0.6-14 per page) for preservation of historical documents, according to the different editions.

# **Attachment 1-3 Contact and Payment of the Shanghai Library**

## **Contact Address and Person**

**Document Service Section, Document Supply Center, Shanghai Library**

Address: Room 1126, 1555 Huai Hai Zhong Lu, Shanghai 200031, China

Telephone: 86-21-64455555, Ex.1156 or 1126

Fax: 86-21-64451409

Email: [ill@libnet.sh.cn](mailto:ill@libnet.sh.cn)

Ariel IP: 218.1.116.91

Website: <http://ill.digilib.sh.cn:7081/en/ibs/login.jsp>

Contact Person: Xia Lei, Chen Yanmei

## **Payment**

### **● Wireless Transfer:**

**To:** Shanghai Library Institute of Scientific & Technical Information of Shanghai

**No. of Account:** 096822-214581872210001

**Bank:** China Merchants Bank Shanghai Branch Jingansi Subbranch

### **● Pay online:**

<http://eservice.digilib.sh.cn/ewxtg/payment/paydetails.asp>

