

UNDERGRADUATE STUDENT LETTER OF PERMISSION -- INTERLIBRARY LOAN

UVic Libraries restricts interlibrary loan requests from undergraduate students to material that is available within Canada. If you request material that is not available from a Canadian library we will cancel your request. However, if the material is *required* for your study or research, consult with the faculty member teaching your course or supervising your research, and ask him/her to complete the form below.

If you are an undergraduate research assistant requesting on behalf of a faculty member, you also need to complete the form, in case we need to order outside of Canada.

Bring, or send electronically, the completed form to the Interlibrary Loan Office together with any information about the item(s) requested.

| | | |
|---|---|-------------|
| TO BE FILLED OUT BY FACULTY MEMBER | | Date: _____ |
| I confirm that it is crucial for (<i>Print name of student</i>) _____ to obtain | | |
| (<i>Please check one</i>) one item <input type="checkbox"/> | multiple items <input type="checkbox"/> | |
| from libraries outside Canada, in order to complete the requirements for: | | |
| _____ | _____ | |
| (<i>Name and number of course</i>) | (<i>End date of course</i>) | |
| Or, for work as a Research Assistant until _____ | | |
| (Expiry date) | | |
| _____ | _____ | |
| (<i>Faculty member's name</i>) | (<i>Signature of faculty member</i>) | |

| | |
|---|-----------------------------|
| TO BE FILLED OUT BY THE STUDENT | |
| I currently have cancelled requests that need to be re-opened. Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I acknowledge that obtaining items from outside Canada may take several weeks. (<i>Initial</i>) _____ | |

Please return this form to the Interlibrary Loan Office, McPherson Library Room 292

Phone: (250)721-8236 Email: ill@uvic.ca

Note: Letters of permission will expire April 30th and December 31st