

Date .....

## DECLARATION

The library / institution .....

*Name and address*

.....

*requests the Jagiellonian Library to set up a loan account and declares to comply with the interlibrary loan terms:*

- 1. All the items on loan are made available to the library itself, not directly to its readers .*
- 2. The library assumes full responsibility for the items on loan.*
- 3. The items on loan should be used exclusively on the premises of the library (institution).*
- 4. The regular loan period is from two to four weeks (excluding shipping times). In exceptional cases, it can be extended upon the request made prior to the due date.*
- 5. Upon receiving the loaned items, the library is required to send back a written receipt acknowledgment on the attached copy of the cover letter with a stamp and the signature of an authorized person.*
- 6. The library is obligated to return the loaned items by the specified due date by insured or registered mail (suitably packaged to prevent any damage).*

*The following library employees are authorized to sign the loan requests:*

*Name.....*

*Name.....*

*Position.....*

*Position.....*

*Signature.....*

*Signature.....*

*Stamp*

.....  
*Head of the library / institution signature*