



Interlibrary Loans Cost Code Form



LIBRARY SERVICES

To: Donna Schofield, Library Services Manager

Please effect an expenditure transfer to Library Service’s account in accordance with details given below for **Document Supply/Interlibrary Loans Services**:

Name of Library User	
Your UHSM NHS Cost Code to be debited OR Name and address to be invoiced	

TO BE COMPLETED BY THE BUDGET HOLDER

NAME of budget holder	
SIGNATURE: of budget holder	
DESIGNATION of budget holder	
DEPARTMENT of budget holder	
DATE:	

- Standard charge to Trust staff for articles and book loans is **£3**, or **£6** depending on source. Same day urgent requests cost between **£6** and **£25**.
- For members of John Rylands University Library of Manchester (other than medical society members) the standard charge is **£2** for non-urgent articles and books.