

Interlibrary Loans Cost Code Form

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	
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TO BE COMPLETED BY THE BUDGET HOLDER

Title & Name of budget holder	
Department of budget holder	
UHSM NHS Cost Code to be debited OR Name and address to be invoiced	
Signature: of budget holder	
Date:	

- Charges to Trust staff for articles supplied are either £3 or £6. Book loans charges are either £3 or £8. Same day urgent requests cost between £6 and £27.
- For University of Manchester students & staff (other than medical society members) the charge is £2 for all non-urgent articles and books.

For a full list of charges, please visit www.academylibrary.org.uk and click on the **Interlibrary Book & Article Request Form** link.