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**LIBRARY OF HEALTH SCIENCES**

<http://healthsci.lib.uoa.gr/>

e-mail: [health.ill@lib.uoa.gr](https://webmail02.uoa.gr/src/compose.php?send_to=health.ill@lib.uoa.gr)

Tel: 210-7461400

**INTERLIBRARY LOAN REQUEST FORM**

In order to submit an interlibrary loan request a) you should be a member of the Library of Health Sciences and b) the requested book cannot be found in the collections of the Libraries & Information Centre of NKUA.

**Applicant information**

|  |
| --- |
| Name: |
| Phone:  | E-mail: |
| Undergraduate student: 🞏  | Post-graduate student: 🞏 | Faculty / Other teaching staff: 🞏 | Other: 🞏 |
| Academic id. card barcode: |

**Book information**

|  |
| --- |
| Title: |
|  |
| Author: |
| Publisher: | Publication Year: |
| Supplier Library: |
|  |
| In-person receipt: 🞏 | Shipping by courier: 🞏  | Deposit:  |

**INTERLIBRARY LOAN REGULATIONS**

**Applicants**: Interlibrary loan services are provided only to members of the Library of Health Sciences.

**Procedure**: The applicant can submit an interlibrary loan request only for books that cannot be found in the collections of the Libraries & Information Centre of NKUA. The form is submitted at the Circulation Desk of the Library of Health Sciences or it can be send via email to [health.ill@lib.uoa.gr](https://webmail02.uoa.gr/src/compose.php?send_to=health.ill@lib.uoa.gr)

**Cost:** The applicant can receive the requested book from the lending Library in person, otherwise is requested to leave a deposit for courier services. The applicant is responsible for any damage charges assessed by the lending Library.

**Notification:** The applicant will receive notice either by e-mail or phone when the interlibrary loan is ready to be picked up at the Library. The applicant signs upon receipt and is informed for the due date. The loan period for each book varies, depending on the lending library. The lending Library may also recall the loaned book. The loan period does not begin the day the book is picked up therefore any delay shortens that time.

In cases that the applicant will receive the requested book from the lending Library in person, he/she will be notified by the lending Library.

**Intellectual property rights**: The loaned material is subject to the provisions of the current legislation on intellectual property and related rights (Law 2121/93 with the amendments to date, Law 4487/2017, international conventions and the European acquis).

**Information concerning the processing of personal data**

1. The personal data you use to fill in this application are collected for the purpose of providing services to Library members and for the management system of the Library.
2. In order to protect your personal data concerning the written application, we take all the necessary and suitable measures in technical and organizational terms.
3. The data asked for are restricted to what is relevant and absolutely necessary. The data on the written application will be kept for one (1) year.
4. Personal data are not transferred to a third party.
5. Concerning your personal data, you have the following rights: a) you can ask to be informed about the ways they are processed and to have access to them, ie. see the personal data we keep b) you can request their correction, if something has been changed or is inaccurate, or their deletion, and c) you can ask the processing to be restricted as long as this does not obstruct the borrowing process and is allowed.
6. The Library has the right to use all data communication to remind you of possible delay in returning borrowed items or to convey any kind of information regarding borrowing, if such need arises.
7. In case you have questions regarding the protection of your personal data, you can send an e-mail to dpo@uoa.gr and you will receive an answer as soon as possible and not later than a month.
8. If you have reservations concerning the efficiency of the protection of your rights by NKUA, you can file a report to the Hellenic Data Protection Authority <https://www.dpa.gr> or sent an e-mail to contact@dpa.gr.

 Date Applicant’s signature

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