

Expand/Collapse All

Information for Borrowing Libraries

Returning International Loans

Please include the following information :

- Rate Classification: BOOKS and SHEET MUSIC
- Attention: REVENUE CANADA
- Tariff / Tarif: 9813.00.00 or 9814.00.00
- GST / TSP Code: 66
- Property of McMaster University Library Material returned on Interlibrary Loan.

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Codes & Symbols

- **OCLC Symbol:** MUX *Enter our symbol twice...*
- **AG TRACEit Code:** MAS
- **NUC Symbol:** CaOHM

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Methods Accepted

NOTE: BEFORE submitting your first request, please fill out the location form

- For Aviso or systems that message using generic script please send requests to vdx.generic@app2.library.utoronto.ca
- For operations without an ILL Management System, requests must be [submitted using a Web form](#)

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Charges

- **Loans:** Canadian locations \$10.00 (Cdn) per filled request; USA locations \$25 (US); International \$55 (US).
- **Photocopies:** Canadian locations \$10.00 (Cdn) per filled request; USA/ International locations: \$10 (US).
- **Fax Charges:** \$1.00 per page and the cost of the photocopy.
- **Courier:** We will send collect via Purolator, Federal Express, DHL, UPS. The Borrowing Library is responsible for any and all custom duties incurred at their country's border. McMaster will not be responsible for these expenses.
- **Relais Xpress:** We **do not** charge a surcharge for sending via Relais.
- **RUSH:** When RUSH service is requested, there is an additional charge of \$30 per item. Please call to make sure that a staff person is available to handle your request in a timely manner.

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Billing Options

We prefer IFM billing through OCLC, but also accept Visa and MasterCard. For all other requests, an invoice will be supplied with the material. Cheques or Money Orders are to be **payable to: McMaster University**. We do not accept third party cheques.

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Loan Period

- **Three weeks**, with NO renewals.
- Microfilm: Maximum of 6 (six) reels per request.

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Theses or Dissertations

- When possible, borrowing libraries should check to see whether the required thesis/dissertation is available in a digital format through our Institutional Repository, [MacSphere](#).

- For those theses/dissertations not found here, we will first attempt to digitize the thesis On Demand; if this is not possible, we will circulate print or fiche copies of theses or dissertations.
- We are no longer able to provide photocopies of theses or dissertations.

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Unable to Loan

- Sound recordings, including CDs.
- Visual materials, including VHS and DVDs.

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