

Information for Borrowing Libraries

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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

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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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