



**Interlibrary Loan Agreement Nr. \_\_\_\_\_**

2008 m. \_\_\_\_\_ d.  
Klaipėda

This agreement is made by and between Otonas ir Raimonda Balčiūnai Library at LCC International University (hereinafter "Balčiūnai Library"), represented by the Interim Head Librarian Jolanta Kaun, and \_\_\_\_\_

(Full name of the Institution, code)

(hereinafter "Partner"), \_\_\_\_\_,

(Address, phone)

represented by \_\_\_\_\_:

(Title with First & Last Name of the representative)

1. Balčiūnai Library agrees to:

- 1.1. Send the copies of materials and lend materials to the Partner.
- 1.2. Present Partner with semi-annual invoice for mailing and copying expenses.

2. Partner agrees to:

- 2.1. Use borrowed materials and have full responsibility for them according to the approved Interlibrary Loan Policy (hereinafter "ILL") at Balčiūnai Library, LCC International University.
- 2.2. Pay for the mailing and the copying of materials according to the issued invoice, by transferring funds to LCC International University bank account Nr. LT86 7044 0600 0644 9729, AB SEB Vilniaus Bankas.
- 2.3. Appoint a person representing Partner for the interlibrary loan relation:

\_\_\_\_\_

First Name, Last Name

\_\_\_\_\_

Home Address, Phone Number, Email Address

\_\_\_\_\_

(Signature)

3. General part:

- 3.1. The agreement is effective from the day the agreement is signed and is ongoing if ILL policy has been observed.
- 3.2. The agreement can be terminated by Balčiūnai Library with a written warning sent to Partner no less than 30 days prior to the termination.
- 3.3. Two copies of the agreement are made, each having equal power and being saved on file by each of the parties.

**Balčiūnai Library**

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(Institution)

Interim Head Librarian Jolanta Kaun

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(position, First name, Last name)