

SEGi Group of Colleges Inter Library Loan (ILL)

Terms & Conditions

- No more than **2 requests** per patron.
- Item requested not available in requestor's library
- Complete **one form** for each Interlibrary Loan.
- **All shipping cost to be paid by requestor/patron** (rates depend on location).
- Request may take **7-14 days** to process.



1. Check the library system to find which SGC library has the item that you need if your home library does not have the item.



2. Download the ILL form from the library website. Fill up, scan and send to librarysj@segi.edu.my or proceed to library counter.



3. Request will be checked and processed upon approval.



4. You will receive an email or phone call informing you to collect the item from the library upon its arrival.



5. ILL items are to be returned at the borrower's library on designated due date.