

## **ACQUISITIONS AND REQUESTS**

The Library welcomes suggestions for additions to its collection. Information about suggested publications including the title, author, price, publisher and year of publication would greatly assist us in placing any order. Further, the "I > Information" option on the INNOPAC catalogue, may be used to request new publications ("P > Please Purchase") or to make other suggestions ("S > Suggestions").

It is also possible for divisions of the department to purchase publications for retention in their respective sections by sending a memorandum to the Library giving bibliographic information about the publication, and providing an encumbrance number and financial coding.

## **INTER-LIBRARY LOANS**

While the Library has a sizeable collection of material related to external affairs and international trade research, inevitably, we do not have it all! Material not available in the Library's holdings can often be obtained for members of the department from other libraries by inter-library loan. The availability of current items, and the turnaround time required for delivery, varies from library to library and is dependent upon demand and the location of the material; every effort shall be made to obtain work-related material in a timely fashion. Requests for inter-library loans should be directed to the library circulation desk in person or by telephone (992-7687).

Materials required for personal use or course work should be requested through public, university or college libraries.

## **PHOTOCOPYING**

A photocopying machine, located near the Reference Desk, is available for Library use, in the reproduction of Library material. Users are reminded that all reproduction of materials is subject to copyright legislation.

Reader-printers for microfilm and microfiche are also available.