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| A close up of a logo  Description automatically generated | | **Interlibrary Loans and Document Delivery Services Account Registration Form** | | |
| **Library Information** | | | | |
| Institution/Organization Name : |  | | | |
| Library Name (if any) : |  | | | |
| Contact Name : |  | | | |
| Contact Designation : |  | | | |
| Contact Department : |  | | | |
| Contact Email : |  | | | |
| Contact Phone : |  | | Fax : |  |
| Alternative Contact Name : |  | | | |
| Alternative Contact Phone : |  | | | |
| Alternative Contact Email : |  | | | |
| **Billing and Delivery Information** | | | | |
| Invoice Attention To : |  | | | |
| Billing and Delivery Address : |  | | | |
| Preferred Payment Mode : |  | | | |
| Preferred Invoice : | Hardcopy/E-Invoice/Vendors@Gov\* (\*circle to indicate) | | | |

**Accounts and Passwords Protection**

1. It is the sole responsibility of the institution/library for the assigned account given to access and use the SMU Interlibrary Loan and Document Delivery Services System.
2. User must safe guard the assigned account and password. User should not negligently give or allow any unauthorized person access to the account and password.
3. User must not attempt to crack, guess and/or capture another account’s password.
4. User must ensure the secrecy of the assigned password by :

-changing any pre-assigned default password at the first possible opportunity; and/or

-avoid composing passwords based on their personal information (e.g. name, user ID, date of birth etc.)

By submitting this registration request, I the undersigned :

1. Warrant that the information provided by me is complete, truthful and accurate;
2. Warrant that I have the sufficient authority to make the commitments herein on behalf of my institution/organization identified above; and
3. Agree to the terms and conditions stated above and such other terms of use that SMU may specify.

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| --- | --- | --- |
|  |  | Name : |
| Signature |  | Designation : |
| Date : |  |