



Scan Request Form

For Private study / Non-commercial Research

Scans **for non-commercial use** can be completed by, and at the discretion of, Library staff. Scans will not be provided from original drawings, manuscripts, books or journals published before 1922, or from large or fragile works. The declaration must be signed and the form returned to the library as soon as possible. Scans will usually be completed within one week. Please email completed forms to library@rhs.org.uk If you are unsure whether the copy you are requesting is for a non-commercial purpose, we would direct you to the British Library's website www.bl.uk/reshelp/atyourdesk/docsupply/help/copyright/index.html and the Copyright Licensing Agency's website www.cla.co.uk/ for clarification, before signing this form.

Please supply me with a copy of the following article:				
Author(s) (book / article)	Title (journal or book)			
Title of article or section (if applicable)	Year	Vol.	Part	Pages
Publisher	ISBN/ISSN			
<p><u>PLEASE COMPLETE CLEARLY IN BLOCK CAPITALS</u></p> <p>NAME.....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>TELEPHONE.....</p> <p>E-MAIL.....</p>	<p><u>ESSENTIAL DECLARATION</u></p> <p>I declare that: a) I have not previously been supplied with a copy of the same material by you or any other librarian; b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and c) to the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.</p> <p>I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.</p> <p>Signature.....</p> <p>Date.....</p>			
<p>General Data Protection Regulation (GDPR): Data will be shared with the Copyright Licencing Agency (CLA) if a breach in copyright is suspected. Data will be held securely by the RHS Libraries under GDPR compliance and to CLA guidelines. The RHS Privacy Statement is available on our website: https://www.rhs.org.uk/privacy</p>				