Lindley Libraries: London, Wisley, Harlow Carr



PHOTOCOPYING REQUEST FORM

FOR PRIVATE STUDY / NON-COMMERCIAL RESEARCH

Sharing the best in Gardening

Black and white photocopies **for non-commercial use** can be completed by, and at the discretion of, Library staff. The charge is 50p per A4 sheet or £1.00 per A3 sheet (**minimum charge £3.50 for A4, or £5 for A3** including p&p). Photocopies will not be provided from original drawings, manuscripts, books published before 1900, or from large or fragile works. The declaration must be signed and the form returned with payment in advance of photocopying. It will usually be completed within one week and may be either held for collection or posted at no extra charge. Costs to supply overseas available on request.

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				
Source/ Notes					
PLEASE COMPLETE CLEARLY IN BLOCK	ESSENTIAL DECLARATION				
CAPITALS NAME	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. 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.				
	Signature				
TELEPHONE	Date				
PAYMENT (Library staff to complete)					
This form: pages @ 50p per page;	form: pages @ 50p per page; pages @ £1 per page.				
Request received/completed by:	Payme	nt received by:		(Minimum £3.50 or £5)	
No of forms received: Are they all signed?	Credit	Card Chequ	e	Cash Enquiry Number:	
Payment can be made by credit card for amounts over £5.00; cheque (Royal Horticultural Society) or by cash (in person only).					

Lindley Library London: T: 020 7821 3050 E: library.london@rhs.org.uk Lindley Library Wisley: T: 01483 212428 E: library.wisley@rhs.org.uk