

## Copyright Declaration for Request Nxxxx

Please sign this declaration and return via the options below. You need to sign the declaration whether the images are for Private Study or Non-commercial Research OR for later publication. If you do intend to publish them you will additionally have to complete a reproduction request form

Options:

1. Scan and send as an attachment to photo@lib.cam.ac.uk
2. Hand in at the Reader Services Desk in the Library Entrance Hall
3. Fax to +44 (0) 1223 339684
4. Post to:

Digital Content Unit  
Cambridge University Library  
West Road  
Cambridge CB3 9DR

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To the Librarian of Cambridge University Library.

Please supply me with a copy of the image(s) listed above which I require for my own personal non-commercial purpose or private study.

I declare that -

- (a)\*\* I have not previously been supplied a copy of the same material by you or any other librarian
- (b) I will not use the copy except for research or private study and will not supply a copy of it to any other person
- (c)\*\* in the case of published works - 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
- (d)\*\* in the case of unpublished works - to the best of my knowledge the work had not been published before the document was placed in your Library and the copyright owner has not prohibited copying of the work
- (e) in the case of theses - I recognise that the copyright of this dissertation belongs to the author, and in accordance with copyright legislation no information derived from the dissertation nor quotation from it may be published without full acknowledgement of the source being made, nor any substantial extract from the dissertation published without the author's written consent**

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

I agree to abide by the Terms and Conditions [see below] for the supply of copies for the purpose of non-commercial research or private study

Signed\*: \_\_\_\_\_

Date\*: \_\_\_\_\_

\*This must be the personal signature of the person making the request. A stamped or typewritten signature is NOT acceptable

\*\*These need not apply if the material to be copied is no longer in copyright

## **Terms and conditions**

The following terms and conditions apply to Image Orders.

### **1. Preservation**

We provide images in accordance with the Library's preservation policy, and reserve the right to provide an alternative format if the original item is not suitable for the imaging process requested by the customer. This will usually only happen after consultation.

### **2. Pre-Payment**

All orders must be paid for before delivery.

### **3. Order Details**

If the customer has failed to complete the required bibliographic information, or fails to respond to a request for additional information, we reserve the right to cancel the order at the point of receipt.

### **4. Cancellation Charge**

If the customer cancels an order we have begun to process it, we reserve the right to charge the customer a cancellation fee.

### **5. Incorrect Item Charge**

We reserve the right to charge the full price of any incorrect item supplied as a result of the bibliographic information supplied by the customer.

### **6. Order Calculation**

EU customers registered for VAT are required to quote their VAT registration number at the time of placing an order. We reserve the right to charge an administration fee if subsequently required to send a replacement invoice where: the customer has not included the VAT number or failed to include VAT with their pre-payment.

Apart from cheaper photocopies/scans ordered within the Library all orders are subject to a minimum charge of £10.00 before VAT, postage or other charges.

### **7. Unfulfilled Order**

Where we are unable to fulfill an order (or part thereof) no charge for the order (or part thereof) will be made to the customer.

### **8. Delivery Responsibility**

The Digital Content Unit will not accept responsibility for delay, non-delivery or damage incurred by UK, European or International Postal Services.

### **9. Copyright**

All requests must comply with UK Copyright Law. As part of the ordering procedure all customers are required to sign a copyright declaration form. This must be the personal signature of the person making the request. A stamped or typewritten, or the signature of an agent, is NOT acceptable. This form must be returned to the Digital Content Unit by email attachment, fax or post before delivery of images

### **10. Permission to Reproduce**

The University Library owns and retains at all times the copyright on all copies produced. Customers may not reproduce any material supplied for any reason, (including academic or personal, and whether for profit or not) without prior written permission from the University Library. Customers wishing to reproduce supplied material should complete a Reproduction Request Form.

### **11. Use of Copies**

In the first instance, all copies are supplied for (a) non-commercial research/private study or (b) internal evaluation for possible reproduction and publication. Evaluation copies for potential commercial use must be destroyed within 60 days of supply if no application for reproduction rights has been made.

### **12. Price Changes**

The Digital Content Unit reserves the right to change the prices as published.

### **13. Force Majeure**

The Digital Content Unit shall not be liable for any delay or failure to fulfill orders by reason of Force Majeure events.

### **14. Customer Responsibility**

If you are ordering on behalf of a third party you agree to communicate these terms and conditions to them, and also to ensure that a copyright declaration form signed by the person you are ordering the images for is returned to us.