

Copyright Declaration and Authorisation Form
LIBRARY AND LEARNING SERVICES: ARCHIVES
DOCUMENT REQUEST FORM

1. Please complete the form below. This form is only to be used to request items that are held within the UEL Archives and Special Collections. To: The Archivist of the UEL Library & Learning Services: Archives, [University of East London, Docklands Campus, 4-6 University Way, London, E16 2RD].

2. Please supply me with a copy of the whole or part of an unpublished work* / following part of a published work* / or the article* from a journal or periodical as detailed below. Please note: You may only request one item per request form and no more than one copy of one article from any issue of a journal may be made. *Delete as required.

(BLACK INK AND BLOCK CAPITALS ONLY)

NAME:	SCHOOL (UEL):	COURSE (UEL Students):
LIBRARY CARD NO (UEL Staff/Students):	E-MAIL ADDRESS:	
DETAILS OF WORK TO BE COPIED <i>(please give us much information as possible and continue overleaf if needed and please refer to our Library Catalogue at www.uel.ac.uk/lis):</i>		
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REQUEST NO. (Library Use Only)		

2. I DECLARE THAT –

- (a) I have not previously been supplied with a copy of the same material by you or any other librarian or archivist;
- (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) For 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- (d) For unpublished works: to the best of my knowledge, the work has not been published before the document was deposited within the UEL Archives and the copyright owner has not prohibited copying of the work.

3. 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.

This must be the signature of the person making the request.

A stamped or typewritten signature or the signature of a secretary or agent is NOT acceptable in line with Copyright Legislation.

Signature.....

Date.....

Address.....