

FOR NHM USE ONLY	
Digital Copy:	<input type="checkbox"/>
Paper (hard) Copy:	<input type="checkbox"/>
Premium Service:	<input type="checkbox"/>
Colour Copies:	<input type="checkbox"/>

External Copy Request Form

Use this form for in-copyright, out-of-copyright, published or unpublished items

Copies of Library & Archives material can be supplied on request at the discretion of the Library Service Manager. Charges are made on a cost recovery basis plus a contribution to the general expenses of the library attributable to its production.

Items in copyright are subject to the provisions of the *Copyright, Designs & Patents Act 1988*, the *Copyright and Related Rights Regulations 2003* and its subsequent amendments.

Out of copyright material are subject to the Out of Copyright Declaration contained overleaf.

CUSTOMER DETAILS:	
Name:	<input type="text"/>
Address:	<input type="text"/>
E-mail:	<input type="text"/>
Tel:	<input type="text"/>
<small>BLOCK CAPITALS PLEASE</small>	
VAT Reg:	VAT is charged on ALL orders – this covers the copy service (which is liable to VAT in the UK). If you have a VAT Registration Number, please insert it here (for NHM Finance verification only). <small>(LEAVE BLANK IF THIS DOES NOT APPLY TO YOU)</small>
Data Protection: We will use the personal information you provide to process your order and to record your compliance with copyright legislation and the declarations overleaf. We may disclose your personal information to certain permitted third parties, such as our own professional advisers who are bound by confidentiality codes, and when we are legally obliged to disclose your data. If you have any queries, please contact Library & Archives, The Natural History Museum.	

Copy Charges:

Black and White: **40p**

Colour: **£1.50p**

{ Minimum copy charge }
£5.00

Format:

Please tick your preferred delivery method: Digital Copy Paper Copy

Digital Format: If your request is for 25 pages (per item) or less, then we can send this to you in PDF format to the E-mail address given, prices are as black and white above, but no postage will be charged.

Paper Format: Photocopies will be supplied on the most appropriate sized paper for producing quality copies. Additional charges will be made for Postage and Packing (1st class for UK and Airmail for Overseas). If you only want black and white copies, please tick this box:

Delivery:

We endeavour to send out completed orders within 14 days although digital copies will usually be considerably less. Very large orders may take longer to complete but you will be informed of this when the order is received. If you require the premium print service (£1.20 per b+w page and £4.50 per colour page), which is despatched within 48 hours (2 working days) of receipt, please tick this box:

Payment:

Invoices will be sent out with completed orders. Payment methods are cheque or credit card.

CONTINUED OVERLEAF

REQUEST DETAILS

Please give details of the item you require below **or attach a list** of the items you require to this form ensuring that references are clear and as complete as possible. Requests containing incomplete or inaccurate references are liable to be delayed.

Title (Serial/book): BLOCK CAPITALS PLEASE

Author:

Title (Article): BLOCK CAPITALS PLEASE

ISBN: ISSN:

Year: Volume / Edition: Part: Pages:

Catalogue Call Number & Collection:

DECLARATION

Copies of Library & Archives material will be supplied on completion of the declaration below. This implies that you agree with the following terms:

FOR ITEMS IN COPYRIGHT

Copies are supplied for the purposes of **NON-COMMERCIAL** research or private study only.

Up to one article in one issue of a periodical, part of a published work other than a periodical on condition that the user:

- ◆ **Has not** previously been supplied with a copy of the same material by any librarian or archivist;
- ◆ **Will not** use the copy except for non commercial research or private study and **will not supply it, or a copy** of it to any other person; and:
- ◆ Published work only - to the best of the user's knowledge no other person with whom he/she works or studies had made or intends to make, at or about the same time as the request, a request for substantially the same material for substantially the same purpose;
- ◆ Unpublished work - to the best of the user's knowledge the work had not been published before the document was deposited in the library and the copyright owner has not prohibited copying of the work.

FOR ITEMS OUT OF COPYRIGHT

- ◆ The user **will not** use the copy except for non commercial purposes and **will not supply it or make further copies** for any persons unless:
- ◆ **The user contacts** the Natural History Museum Library & Archives for permission and:
- ◆ **Any publication of Library & Archives material must be lawful** and accompanied by the following acknowledgement: *With thanks to the Natural History Museum, London.*

CUSTOMER DECLARATION - (This must be signed before any order can be processed)

I, the undersigned, have read the above Declaration and I declare that to the best of my knowledge this request complies fully with the requirements therein. I understand that if the declaration is false in a material particular, copy supplied to me by you will be an infringing copy and I shall be liable for infringement of copyright as if I had made the copy myself.

Signed:
We cannot process orders without a signature in this box

Date:

Please submit this form with any attachments by e-mail, post or fax to the address given below:

Copying Services
Library & Archives
The Natural History Museum
Cromwell Road
London, SW7 5BD

e-mail: Library@nhm.ac.uk
Fax: +44 (0)20 7942 5559
Tel: +44 (0)20 7942 5460

28/09/2011

EX-ORDER – CONTINUATION PAGE (use if required)

Title (Serial/book):	<input type="text"/>				<small>BLOCK CAPITALS PLEASE</small>		
Author:	<input type="text"/>						
Title (Article):	<input type="text"/>					<small>BLOCK CAPITALS PLEASE</small>	
ISBN:	<input type="text"/>	ISSN:	<input type="text"/>				
Year:	<input type="text"/>	Volume / Edition:	<input type="text"/>	Part:	<input type="text"/>	Pages:	<input type="text"/>
Catalogue Call Number & Collection:	<input type="text"/>						

Title (Serial/book):	<input type="text"/>				<small>BLOCK CAPITALS PLEASE</small>		
Author:	<input type="text"/>						
Title (Article):	<input type="text"/>					<small>BLOCK CAPITALS PLEASE</small>	
ISBN:	<input type="text"/>	ISSN:	<input type="text"/>				
Year:	<input type="text"/>	Volume / Edition:	<input type="text"/>	Part:	<input type="text"/>	Pages:	<input type="text"/>
Catalogue Call Number & Collection:	<input type="text"/>						

Title (Serial/book):	<input type="text"/>				<small>BLOCK CAPITALS PLEASE</small>		
Author:	<input type="text"/>						
Title (Article):	<input type="text"/>					<small>BLOCK CAPITALS PLEASE</small>	
ISBN:	<input type="text"/>	ISSN:	<input type="text"/>				
Year:	<input type="text"/>	Volume / Edition:	<input type="text"/>	Part:	<input type="text"/>	Pages:	<input type="text"/>
Catalogue Call Number & Collection:	<input type="text"/>						

Title (Serial/book):	<input type="text"/>				<small>BLOCK CAPITALS PLEASE</small>		
Author:	<input type="text"/>						
Title (Article):	<input type="text"/>					<small>BLOCK CAPITALS PLEASE</small>	
ISBN:	<input type="text"/>	ISSN:	<input type="text"/>				
Year:	<input type="text"/>	Volume / Edition:	<input type="text"/>	Part:	<input type="text"/>	Pages:	<input type="text"/>
Catalogue Call Number & Collection:	<input type="text"/>						