

## Reprographics Form

### Requesting images from Gladstone's Library

NAME.....(print name in block capitals)

READER/PLUS CARD NUMBER OR RESIDENT ROOM..... DATE OF REQUEST.....

1. Please list all items that you would like copying, specifying which pages. Gladstone's Library will calculate the reprographics fee.

Classmark	Title/Description of Item:	Pages

All images will be delivered as a legible JPEG. High-quality images (in excess of 300dpi) will not be supplied without a completed licensing request.

Please send my items to email address.....

2. Please indicate under which of the following copyright exceptions you intend to use the images:

☐ **Re-use for the purposes of criticism, review, or quotation:** A copy of a work can be used for the purposes of criticism, review or quotation. Examples include reproduction of images of art works in corporate plans, conference slides and

evening talks. A lawful extract of a work can also be made for the same purposes. In this case, the work must be 'fair dealing' (you can't copy more than you need), and sufficiently acknowledged, as well as having lawfully been made available to the public. This exception cannot be overridden with any contract. Examples of use of this exception include extracts of text reproduced in exhibition panels and books, clips of films and excerpts of sound recordings within exhibition spaces.

**□ Re-use for the purposes of illustration for instruction purposes:** A copy of a copyright work can be used for the sole purpose of illustration for instruction as long as the use is for a non-commercial purpose, the person making the copy is giving or receiving instruction and the copy is accompanied by a sufficient acknowledgement. This could include the use of images within projected presentations for example. This exception cannot be overridden by a contract.

Please tick to indicate your consent to the following:

**□ Copyright and Collection Items:** I confirm that any photographs or images that I take are for private research purposes only, or for the copyright exceptions I have indicated overleaf. I understand that these images are not licenced for any other form of reproduction.

**□ Rights Clearance:** I understand that these images will not be subjected to rights clearance procedures by Gladstone's Library. I understand that I must complete a Gladstone's Library Licencing Form, and undertake rights clearance, for any use of these images other than those indicated on this form.

**3. Fee (to be calculated by staff):** [number] of [TIFF/JPEG/PDF] images = £0.00p (inc. VAT)

**4. I agree to the conditions below:**

NAME (please use capital letters): .....

SIGNED: .....DATE (dd/mm/yyyy).....

POSTAL ADDRESS.....

#### Terms and Conditions

**1. Payment:** Payment must be made in advance. An invoice will be raised upon acceptance of quotation. We reserve the right to change published prices;

**2. Copyright:** Gladstone's Library is committed to respecting the intellectual property rights of others. Intellectual property rights may subsist in material offered or supplied by Gladstone's Library. Gladstone's Library will not supply material outside of the copyright guidelines issued by the UK Libraries and Archives Copyright Alliance ([uklaca.org](http://uklaca.org));

**3. Preservation:** We reserve the right to provide an alternative format if the original item is not suitable for scanning or copying. We will consult with the customer in this case;

**4. Delivery:** Image files are very large and cannot be emailed will be delivered using a file-sharing service (usually WeTransfer). There are additional charges if the order is to be printed and/or posted. Please contact the Library for details;

**5. Cancellation Charge:** There is a fee of £20 if an order is cancelled after we have begun to process the order;

**7. Processing Times:** Please allow fourteen days for completion, from our acceptance of your order.

**8. GDPR:** Please note that for security purposes, all request and reprographic forms are stored in electronic and hard copy for seven years from date of signature. Information requests should be submitted to [louisa.yates@gladlib.org](mailto:louisa.yates@gladlib.org).