

Request forms for photocopies/scans: procedures



Readers may order photocopies or scans of Library materials (printed, electronic or from microfilm), subject to licensing arrangements and the provisions of the Copyright Acts.

1. The forms include a copyright declaration which must be signed by the requester. For in-copyright items, forms must be completed even if the client makes the copy him/herself.
2. A charge is levied and the forms are used to record the amount owed and payment details. Generally, these are small amounts. Income is logged in a dedicated ledger held in the Library and payments are remitted to the Accounts Department by the Assistant Librarian on a monthly or bi-monthly basis.
3. Invoices are issued in the case of orders posted out, or on request.
4. The forms and invoices are retained for seven years in compliance with copyright and revenue legislation respectively and thereafter securely disposed of.

Revised S. Fitzpatrick, Librarian
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