



Photocopy Order Form

This order will only be despatched with a signed and dated copyright declaration (p.2)

Name:

Company name:

Address:

Postcode:

RIBA Membership No:
(For discount)

Telephone:

Fax:

E-mail:

Books:

Author, title, place of publication, date

Periodicals:

Title, volume number, issue no, date

Page nos.

Subject/title of article

Copyright, Designs and Patents Act 1988 and SI 1989, No. 1212 Copyright and Related Rights Regulations 2003

The Copyright situation may be summarised as follows:

1. Published material is in copyright until 70 years after the death of the author (or 70 years after posthumous publication). In case of doubt, a book or journal published more than 120 years ago may be considered to be out of copyright.
2. Copyright material may not be copied without the written permission of the copyright holder and/or the payment of a copyright fee, unless the copy is to be used for research for a non-commercial purpose or private study.
3. Even for the purposes of non-commercial research or private study, only one article in an issue of a periodical and only one chapter or 5% of the contents of a book may be copied, unless written permission for more extensive copying has been obtained from the copyright holder.
4. Only one copy of an article or extract from a book may be made, unless permission for multiple copying has been obtained from the copyright holder.

Requests are normally despatched within two working days of receipt.

FURTHER CONDITIONS OF SUPPLY ARE DETAILED OVERLEAF.
PLEASE READ THE COPYRIGHT DECLARATION THEN SELECT YOUR REQUIREMENTS
AND SIGN YOUR ACCEPTANCE.

Copyright declaration:

Please supply me with the article(s)/chapter(s) of books requested above. I DECLARE that:

I have not previously been supplied with a copy of the same material by you or any other librarian.

I understand that I am selecting non-commercial or commercial use of the copy /copies.

I will not supply a further copy /copies to any other person.

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.

If I request a **fax** copy, I agree to destroy the faxed copy on receipt of the original.

If I request a **scanned** copy by electronic means, I understand that the following are not permitted unless I have the permission of the copyright owner or the Copyright Licensing Agency and save as may be permitted by statute:

- printing more than a single paper copy, which itself may not be further copied
- retransmitting the item to anybody else, other than to enable a single paper copy to be printed out by or for the individual who originally requested it and who signed the copyright declaration
- electronically storing any copy of the item, which must itself be deleted immediately after successful printing

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.

Our current charges (see attached) are available to download on the library pages of our website under 'RIBA Library' and 'Reprographic services.' Additional charges apply for the following:	
Commercial use - £10.80 (= £9.00 + VAT) is applicable to each item required for commercial use . I agree to pay this fee per item /or have written permission from the copyright holder (please attach written permission with your order).	
Colour copies - supplements are charged per page. Pages containing colour illustrations will be reproduced in black and white unless colour is specifically requested: RIBA members £1.20 (= £1.00 + VAT) Non-members £1.80 (= £1.50 + VAT)	
Overseas customers - £5.00 will be added to cover postage and packing (unless requesting electronic delivery).	
Payment methods: I enclose a cheque made payable to 'Royal Institute of British Architects' <input type="checkbox"/> I attach a credit card payment form <input type="checkbox"/>	
Do you require these photocopies for commercial or non-commercial use? * Non-commercial research / private study <input type="checkbox"/> Commercial ** (additional fee per item, see above) <input type="checkbox"/>	
Delivery options: Post <input type="checkbox"/> Fax <input type="checkbox"/> Electronic delivery *** <input type="checkbox"/>	And Colour (additional fee per page, see above) <input type="checkbox"/>
* Non-commercial research / private study covers use that you will not make any money from such as educational courses, research or study unrelated to any commercial venture, or for use with a hobby. ** The Copyright Licensing Agency (CLA) imposes restrictions on Copyright material that can be supplied as a Commercial Copy under the terms of any CLA Licence. Full details are available at www.cla.co.uk. Please contact us directly if you have any questions about what can be supplied. *** One electronic copy will be despatched to the email address provided on the front of the form. Please be aware that additional restrictions apply for scanned copies and it may not always be possible to meet your request.	

Signature:

Date:

NB: This must be the personal signature of the person making the request. A stamped or typewritten signature, or the signature of an agent, is not acceptable.