Photocopy Order Form – Books and Periodicals

This order will only be despatched with a signed and dated copyright declaration (p.2) and with payment in advance (p.3)

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<th>RIBA Membership No:</th>
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<th>Books:</th>
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<tr>
<td>Author, title, place of publication, date</td>
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<th>Page Nos.</th>
<th>Subject/title of article</th>
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<th>Periodicals:</th>
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<td>Title, volume number, issue number, date</td>
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-payment in advance (p.3)

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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.
5. Requests are normally despatched within seven working days of receipt.

FURTHER CONDITIONS OF SUPPLY ARE DETAILED OVERLEAF. PLEASE READ THE COPYRIGHT DECLARATION - SELECT YOUR REQUIREMENTS – SIGN YOUR ACCEPTANCE – COMPLETE PAYMENT FORM.
**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 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 **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.

### Terms & Conditions

- The RIBA Library reserves the right to decline requests for the supply of documents if they do not comply with the above.
- Payment of the Copyright Licence Fee covers supply of documents for research purposes only. Permission must be granted from the copyright holder for subsequent reuse or publication.

### Current Charges

- **Research type** - Do you require these photocopies for **commercial** or **non-commercial** research?

  - Commercial research (additional fee per item, see below) □
    
    Commercial research covers research in connection with a commercial venture. 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](http://www.cla.co.uk). Please contact us directly if you have any questions about what can be supplied.

  - Non-commercial research □
    
    Non-commercial research covers use that you will not make any money from such as for educational courses, research or study unrelated to any commercial venture, or for use with a hobby.

  - **Commercial use:** £24.00 (£20.00 + 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).

### Delivery type

- All orders are sent by email unless otherwise requested

  - Electronic delivery - supplied as a PDF to the email supplied □
  - Postal delivery on request. Please contact the Information Centre for further information and charges.

### Payment

- Payment is by credit or debit card.
- Please complete and sign the payment form on page 3.

Signature: ___________________________ Date: ___________________________

**NB:** This must be the signature of the person making the request. Typed and electronic signatures are also acceptable.
PHOTOCOPY ORDER – PAYMENT FORM

Payment is required in advance for all orders

Please tick here if you would rather be contacted to take payment over the telephone ☐

VAT at 20% will be added to all orders.
Customers outside the UK must add Value Added Tax at the UK rate (20%) to the total cost including postage and packing.

Payment by Credit or Debit card

Please supply the following information:

Card number: ________________________________________________________________
Card expiry date: ____________________________________________________________
Card start date: ______________________________________________________________
Issue number (SWITCH only) _________________________________________________
Security Code (last three digits reverse of card) ______________

Cardholder name and initials exactly as printed on the card:

____________________________________________________________________________

Address of cardholder, to which credit card bills and statements are sent:

____________________________________________________________________________

I wish to pay by credit card:

Signature of cardholder: ____________________________ Date: ______________

Please send your completed request to info@riba.org
Please check you have:

• Completed the photocopy order section (listing the items you require)
• Selected ‘Use’ type
• Selected ‘Delivery’ type
• Read and signed the copyright declaration
• Completed the payment form

NB. We will only accept photocopy order requests on this form. Amended versions of this form will not be accepted. Please contact us if you have any queries.