



PHOTOCOPY REQUEST FORM

This service is **only available to students registered on Distance Learning and Part-time Courses**. All requested information **must be held** within one of our LRC's. Please ensure you have checked the library catalogue (<http://www.ljmu.ac.uk/librarycatalogue/>) before submitting your request. Requests must be posted to the address below. We are required by copyright law to recover our costs. **The current charge is 5p per page plus admin/postage. The current admin/postage charge is £1.50 for 1 – 5 articles, £3.00 for 5 – 10 articles.** Requests must be accompanied by full payment.

BORROWER DETAILS USE BLOCK CAPITALS	
Name:	Library Barcode Number: 21111
Delivery Address:	Email Address:
	Telephone Number:
	Do you wish to receive your photocopy <input type="checkbox"/> By Post <input type="checkbox"/> By Fax Fax Number: (if applicable)

ARTICLE FROM A JOURNAL USE BLOCK CAPITALS				
Journal Title:				
Year:	Volume:	Part / Issue:	Pages:	ISSN:
Author:				
Title of Article:				
CHAPTER FROM A BOOK USE BLOCK CAPITALS				
Author / Editor:				
Book Title:				
Publisher:	Edition:	Publication Date:	ISBN:	
Title of Chapter Required:				
Chapter Author: (if different)		Chapter Number:	Pages:	

COPYRIGHT DECLARATION
<p>Please read and sign the copyright declaration below. All forms without signatures will be returned.</p> <p>I declare that:</p> <ol style="list-style-type: none"> I have not previously been supplied with a copy of the same material by you or any other librarian. I will not use the copy except for non-commercial research or private study and will not supply a copy of it 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 for substantially the same material for substantially the same purpose. <p>I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringement of copyright as if I had made the copy myself.</p> <p>Signature..... Date..... (This must be the personal signature of the person making the request.)</p>