

Copyright in libraries

Please read the guidelines in using copyright materials in all libraries.

All Cambridgeshire libraries have self-service photocopiers for the use of our customers. Posters are displayed in each location outlining the legal limitations on the copying of published material under the terms of the Copyright, Designs and Patents Act 1988 and subsequent supplementary legislation.

Please be aware that customer is only allowed the following:

- Books - individuals may make single copies of up to 5% or one chapter of a book or up to 10% of shorter works
- Maps - individuals may make up to four copies of an A4 extract from an Ordnance Survey map
- Music scores – no copying is allowed from works still in copyright

Detailed information on copyright is available from the
<http://www.ipo.gov.uk/>

Requesting copies of journal articles

A copyright declaration form **must** be completed and signed **before** a request can be submitted to the British Library - **Failure to submit the form will result in us not being able to order the article for you.**

In addition to details of the requested item, the person making the request must declare that the material will only be used for a non-commercial purpose or private study. If an article is required for other purposes (e.g. commercial), an additional copyright fee must be paid. The fee varies depending on the article required.

This form should be printed, completed and delivered to your library either by hand, or by post to:

Interloans Service
Roger Ascham Library Site
Ascham Road
CAMBRIDGE
CB4 2BD

Photocopy Request

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2. I declare that:
 - I have not previously been supplied with a copy of the same material by you or by any other librarian.
 - I will not use the copy except **for research for a non-commercial purpose 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 about the same time as this request, a request for substantially the same material for substantially the same purposes.
3. I understand that if this 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.

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