# DOCUMENT REQUEST AND COPYRIGHT DECLARATION FORM

<table>
<thead>
<tr>
<th>Member of the RSM</th>
<th>Membership Number:</th>
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<tbody>
<tr>
<td>Surname:</td>
<td>Title:</td>
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<tr>
<td>Address:</td>
<td>Postcode:</td>
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</tbody>
</table>

Please provide your preferred Telephone or Mobile number in case of query:

Fax Number:  
E-Mail:  

<table>
<thead>
<tr>
<th>2 Hour Service</th>
<th>Premium Service</th>
<th>Standard Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>Fax</td>
<td>Collect</td>
</tr>
<tr>
<td></td>
<td>Electronic Delivery (a copyright clearance fee may be payable)</td>
<td></td>
</tr>
</tbody>
</table>

If the requested items are not available from the RSM, please obtain from another library

Yes ☐ No ☐

If you have stated 'Yes', please indicate the standard of service you require:

2 Hour ☐ Premium ☐ Standard ☐

<table>
<thead>
<tr>
<th>Shelf Location</th>
<th>Journal Title/Book Author</th>
<th>Author &amp; Title of Article/Book Title</th>
<th>Year</th>
<th>Volume &amp; Part</th>
<th>Pages</th>
<th>Copyright Clearance</th>
</tr>
</thead>
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Copyright declaration - for private study or non-commercial purposes

I declare that:

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

b) 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.

c) 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.

d) 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.

Signature:  
Date:  

(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)
Making a request

When making a request please make sure you have given us as much information as you can:

☐ Your Membership number

☐ Your name and contact details

☐ The level of service

☐ The method of delivery

☐ All the details you have on the book/article

☐ A signed copyright declaration form

☐ Your payment details

Standards of service

2 hour service (Fax / Collect / Electronic delivery) - despatched ready / ready for collection within 2 hours if received between 9.30am and 3.15pm (Monday-Friday)

Premium (Fax / Collect / Electronic delivery) - Same day dispatch if received before 1pm (Monday-Friday)

Standard (Fax / Collect / Electronic delivery) - A maximum of 3 working days turnaround time from receipt to dispatch if received before 1pm (Monday-Friday)

Charges for document delivery

For details of all our prices, please check the RSM Library webpages.

Copyright cleared fee service

You will need a 'copyright cleared' copy if:

• The article is to be used directly or indirectly for a commercial purpose

• You are requesting more than one article from a journal issue

• The article will be circulated within your organisation

• You require more than one copy of an article

Copyright cleared copies from the RSM collection cannot be supplied by email (post or fax only)

Inter-library loan

In general, if the RSM Library doesn't have the item you want, we can get it for you. The ILL service is part of a national network which enables the Library to obtain material for you from other libraries (and other countries).

Please note - ILL items are a little more expensive than items from the RSM stock.

Payment details

Credit/Debit card details

Card Type: (e.g. Visa/Master Card/Maestro/Amex)  Switch Issue Number

Card Number:  Start Date:

CSC Number:  Expiry Date:

I authorise a value up to £........... amount to be charged to my card