

IALS Library Document Delivery Service

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Order Form / Copyright Declaration for research for a non-commercial purpose or private study

This form must be signed by the end-user only and may be returned by fax or as an email attachment.

Please note: **electronic signatures are not acceptable.**

The requested item(s) will be produced and supplied by the Institute of Advanced Legal Studies in accordance with our standard Conditions of Service, see <http://ials.sas.ac.uk/library/isevice/conditions.htm>. Unless a Declaration has already been obtained and supplied to IALS, the following Declaration, signed in person by the end-user only, must be obtained by the Librarian of the user library and returned to IALS **before** IALS supplies the requested item(s).

(name of subscribing organisation, in **CAPITALS**)

(membership no)

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1. I hereby request you to supply me with a copy of the following item(s): (if necessary, continue on a separate sheet)

	Details	Service Type
1.		<input type="checkbox"/> Standard (order before 12, dispatched same day) <input type="checkbox"/> Express (dispatched in under 60 minutes)
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which I require for the purposes of **research for a non-commercial purpose or private study**.

2. I have not previously been supplied with a copy of the same material by you or by any other librarian.
3. I will not use the copied item(s) except for **research for a non-commercial purpose or private study** and will not supply a copy of any item(s) to any other person.
4. 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.
5. If the item(s) is(are) delivered by an electronic method (which includes facsimile transmission), I will retain only a single paper copy and destroy any electronic copies after printing.
6. I understand that if this declaration is false in any material particular the item(s) supplied to me through you by the IALS will be an infringing copy(ies) and that I shall be liable for infringement of copyright as if I had made it(them) myself.

The cost of your order is based on the service type you select and can be calculated very easily using our all-inclusive flat fee pricing structure, see <http://ials.sas.ac.uk/library/isevice/transactions.htm>.

Please tick here if you would like IALS to provide a cost estimate before processing this order.

Items will be dispatched by email unless specified otherwise below:

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| - Fax <input type="checkbox"/> | - Post (First Class / Airmail) <input type="checkbox"/> |
| - Courier <input type="checkbox"/> | - Collect <input type="checkbox"/> |

Email (in CAPS)	
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Full Name (in **CAPITALS**)

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Signature Date