

IALS Library Document Delivery Service

Charles Clore House, 17 Russell Square
London, WC1B 5DR, UK
T: +44 (0)20 7862 5757
F: +44 (0)20 7862 5770
E: ds.ials@sas.ac.uk



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 <https://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-0>. 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, **signed**, to IALS **before** IALS supplies the requested item(s).

We will aim to deliver items ordered before 1pm the same day.

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

(membership no)

	Q
--	----------

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

Details	
1.	
2.	

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 can be calculated very easily using our all-inclusive flat fee pricing structure, see <https://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-3>.

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:

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

Email (in CAPS)	
-------------------------	--

Full Name (in **CAPITALS**)

Position Matter/Client Ref

Tel Fax

Business Address

Signature Date