Library Services

Archives Application for Copies for Research

<table>
<thead>
<tr>
<th>Record Copying Charges*</th>
<th>Queen Mary Staff/Student (£)</th>
<th>External User (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopies A4 Black/White</td>
<td>0.10</td>
<td>0.20</td>
</tr>
<tr>
<td>Photocopies A4 Colour</td>
<td>0.50</td>
<td>1.00</td>
</tr>
<tr>
<td>Photocopies A3 Black/White</td>
<td>0.15</td>
<td>0.25</td>
</tr>
<tr>
<td>Photocopies A3 Colour</td>
<td>0.75</td>
<td>1.50</td>
</tr>
<tr>
<td>Scan (JPEG or TIFF)</td>
<td>1.75</td>
<td>3.50</td>
</tr>
</tbody>
</table>

*The above charges apply per page or per scan. Additional charges may apply as follows:

A minimum charge of £10.00 plus postage and package will be applied to remote orders.

Additional postage and package will be applied as follows; UK £1.50, Europe £2.00, Worldwide £3.00.

Writing scanned images to CD, will incur additional charges of Queen Mary staff/students £1.00, External researchers £2.00.

Contact Details

Last name: ............................................ First name: ..........................................................

Address (permanent): ......................................................................................................................

........................................................................................................................................ Postcode: ..............................................

Delivery address (if different): ........................................................................................................

..........................................................................................................................................................

Tel: .............................................................. Email: .................................................................

Queen Mary Staff and Students please tick here: ☐
Items to be copied

Please note the following:

- If you wish to order copies for publication, please complete an ‘Archives application for permission to publish’ form instead.
- If you wish to order copies of any images (for research or any other purpose), you will need to obtain the copyright holders permission before your order can be processed.
- Users are permitted to request copies of up to 5% of published and unpublished works.
- Copies will only be redone at the discretion of the Archivist.

Please provide details of the items to be copied, (continue overleaf if necessary). Where possible please include precise references, and specify any special requirements such as reduction or enlargement:

Indicate the required format of the copies by ticking the appropriate box:
Photocopy □  Scan □

Payment and Collection

We accept payments by cash (personal visitors to the Library only - please do not send cash by post) and sterling cheques made payable to ‘Queen Mary, University of London’. We only release copies once payment has been received and will contact you to arrange this.

Please note the additional postage and packaging charges applied to orders sent by post. Tick as appropriate:
Collect □  Send by post □  Email □

Copyright declaration/Conditions of Use

✓ I have not previously been supplied with a copy of the same material by the Library or any other librarian/archivist.
✓ I will use the copy for research/private study and non-commercial use only and will not supply a copy of it to any other person.
✓ To the best of my knowledge, the work has not been published before being deposited at the Library and the owner has not prohibited copying of the work.
✓ I indemnify Queen Mary, University of London for any loss due to infringement of the conditions above.

Signature ........................................Date: ............................

Return Address: Archives, Mile End Library, QMUL, 328 Mile End Road, London E1 4NS
Tel: +44 (0)20 7882 3873  Fax: 020 8981 0028  Email: archives@qmul.ac.uk

Last Issued: January 2014