

Staff Use Only

Heslop Number:……………….

Cadbury Research Library
Special Collections

**Reprographics / Photocopy Order Form**

**For Research or Private Study**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address and postcode** |  |
| **Email Address** |  |
| **Telephone No.** |  |
| **Cadbury Research Library reader’s ticket no.** |  |

|  |  |
| --- | --- |
| **Delete as appropriate:**  | **Are you a student? Yes / No****(Information required for VAT purposes)** |

**Declaration:**

Please supply me with a copy of the material detailed overleaf. I declare that:

(a) I have not previously been supplied with a copy of the same material by Cadbury Research Library: Special Collections, University of Birmingham, or any other institution.

(b) I will not use the copy except for research for a non-commercial purpose or private study, and I will not supply a copy of it to any other person, unless I obtain the prior written permission from the Director of Special Collections, and from any copyright holders.\*

*Applicable only to published works:*

(c.1) 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.

*Applicable only to unpublished works:*

(c.2) To the best of my knowledge the work has not been published before the document was deposited at the Cadbury Research Library and the copyright owner has not prohibited copying of the work.

I understand that if the declaration I make is false, I shall be liable for infringement of copyright as if I had made the copy myself.

Only if material is unpublished may you request the whole of the work for the purposes of research or private study.

**Date**………………..

**Applicant’s signature**……………………………………………..

Your order will be supplied from the microfilm/fiche copy wherever possible for conservation reasons. The copies whether made from either the microform or the original can be sent to you as a PDF file or a Jpg. If your order is under 10MB it will be sent by email. If over 10MB, by WeTransfer (or CD/DVD if you prefer). The copies are suitable for personal use only.

Please indicate your preference for the format of your copies:

      PDF (best for multiple pages)                Jpg (sent as individual images)

Alternatively, we can print a paper copy:         Paper copy (sent by post)

|  |  |
| --- | --- |
| **Delete as appropriate:**  | **I wish to *collect my order* / *have it sent to me* by post/email** |

Complete if requiring copies from a book or periodical

|  |  |
| --- | --- |
| **Classmark / Shelfmark** |  |
| **Author / Author of article**  |  |
| **Date of publication** |  |
| **Title of book or periodical** |  |
| **Title of article (periodical only)** |  |
| **Year, volume, part (if periodical)** |  |
| **Pages required** |  |

Complete if requiring copies from an archival / manuscript collection

|  |  |
| --- | --- |
| **Name of collection** |  |
| **Finding number**(If applicable, please give the finding no. for the individual item(s) you require, rather than the whole collection reference)  |  |
| **Page numbers or other details of the material to be copied** |  |

**Application for Access to Archives and Manuscripts**

**Conditions of Access**

1. Personal data on living persons may only be accessed for research purposes on condition that:

 (a) the information is not processed to support measures or decision with respect to particular individuals;

 (b) the information is not processed in such a way that substantial damage or distress is, or is likely to be, caused to any data subject.

2. Some collections may contain material of a private and sensitive nature relating to

 individuals. Access may be allowed to such records on condition that:

 (a) the researcher shall not use the information obtained from the records in any way which might allow the identification of named individuals;

 (b) the researcher shall not divulge to a third party information contained in restricted records;

 (c) the researcher shall respect the confidentiality of any documents or information not connected with their research but which may be seen in the course of it.

3. For some collections, permission of the donor/depositor may be required for access. This will be sought on the researcher’s behalf by Special Collections staff and access cannot be allowed without it.

4. Researchers are reminded that the onus for satisfying the legal requirements of the Copyright, Designs and Patents Act 1988 rests with them. Researchers wishing to publish extracts from documents are responsible for ascertaining the ownership of copyright and obtaining the necessary permission. They must also undertake not to reproduce any portion of, or use any information derived from, unpublished material held by the University of Birmingham without first obtaining the permission in writing from the Director of Special Collections.

5. Acknowledgement should be made in any published work to the University of Birmingham, quoting the reference numbers of the documents and the name of the collection.

 **User’s Declaration**

 I request permission to consult archive or manuscript material held by the Cadbury Research Library: Special Collections, University of Birmingham.

 I agree to make use of any personal data contained therein in compliance with the General Data Protection Regulation 2016.

 I understand that I shall become responsible for compliance with the General Data Protection Regulation 2016 in relation to any processing by me of personal data obtained from the above records.

 My research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause damage or distress to any person who is the subject of this data while he or she is alive or likely to be alive (assuming a life span of 100 years).

 I shall not make the results of my research available in a form which identifies any data subject without the written consent of the data subject and the data controller.

 I will not reproduce any portion of, or use any information derived from, unpublished material held by the University of Birmingham without first obtaining the permission in writing of the Director of Special Collections.

 I have read, understood and agree to comply with the conditions above.

 Name of Researcher ……………………………………………………………..

 Signed ………………………………………………… Date ……………….

 Permanent home address …………………………………………………………

 ……………………………………………………………………………………..

 ……………………………………………………………………………………..

 Email ……………………………………………………………………………...

*Please inform staff if you require a copy of this form*