

ILL periodical request and copyright declaration form

Borrower to complete form, print, sign and hand in at library. OR scan completed signed form and email to libraryacquisitions@herefordshire.gov.uk

Please fill in as much information as you can. Items marked with a * must be completed.

Library staff to send form to Stock Services.

A £6.00 charge is made for each periodical request which can be paid on collection or [online](#).

There is no charge if item is not supplied.

Requests may take several weeks to arrive as items are supplied by other libraries

Your details	
*Name: surname, forename	
*Library card number	
*Library collection site	
Email address	
*Address	
Telephone number	
*I agree to pay £6.00 charge	
Request details	
*Journal / periodical title	
Any sub-title	
Publisher	
ISSN	
*Volume / issue	
Date of part	
*Article title	
*Article author	
*Page numbers	
Additional information	

I DECLARE THAT:

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

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: