

Application for copies for research

For Office Use Only (Order No.)

General charges and information

- VAT is charged at 20%; some categories of researchers are exempt – see below.
- £5 (+ VAT if applicable) minimum charge is payable on all orders paid for by card or cheque.
- Postage charges will also apply for orders to be sent – please see the reading room notice for further details or ask the reading room supervisor.
- Small orders (10 sheets or under) can usually be done immediately; we aim to complete most other orders for collection the next working day. Larger orders – over 100 copies – will take longer. Completion of orders may also take longer at busy periods and during periods of short-staffing.

Copying charges

	LSE staff/students	Users with disabilities	Other researchers
Photocopies per copy	25p	25p	35p
Microfilm printouts per sheet	£1	£1	£1
Digital scans	£5 per scan, plus £1 for CD if required		

Other Reprographics Services

We can also arrange for documents in our collections to be scanned, photographed or microfilmed by a professional photographer. Please contact us for further details

1. Please provide the following details in **BLOCK CAPITALS** or tick as appropriate

First name.....Surname.....

LSE ID Number (number on the top of your LSE card).....

Email.....or telephone.....

Please tick here if you are a member of LSE (staff or student)

2. Exemption from VAT. Please tick if you are:

- currently an undergraduate or postgraduate (LSE or external)
- LSE staff paying from Departmental Budget (orders over £10 only; please supply Budget Code)

3. Payment and Collection. You can pay for your copying with cash (personal visitors to the Library only – please do not send cash by post) or a credit/debit card (we accept most cards except American Express). **We can accept cheques for remote orders but note that copies will not be despatched until the cheque clears.** We release copies only once payment has been received and will contact you to arrange this.

Collect Invoice (orders over £10 only) Send by post – please write your address below:

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4. 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.
- ✓ *If unpublished:* to the best of my knowledge, the work has not been published before being deposited at the Library and the owner has not prohibited copying of the work.
- ✓ *If published:* 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
- ✓ I will ensure that any data obtained relating to living persons is treated in accordance with the principles of the UK's 1998 Data Protection Act, even if that data is transferred out of the UK (see http://www2.lse.ac.uk/library/archive/data_protection.aspx for some practical guidance)

Signature (not typed)

Date

5. Details of items to be copied and type of copies required.

To save paper, we do most of our copying double-sided. If you require single-sided copies, please note this here, along with the details of the items to be copied. Please also specify any other special requirements (e.g. reduction or enlargement). Continue on separate sheet if necessary.