



GLADSTONE'S LIBRARY  
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## Printed Collections Reprographics Form

People requesting scanned images of printed collections items in Gladstone's Library must complete this form. All images will be delivered as a legible JPEG. High-quality images (in excess of 150 dpi) will not be supplied without a completed Printed Collections Licensing Agreement form.

### 1. Your contact details:

**NAME:** ..... (print name in block capitals)

**ADDRESS AND POSTCODE:**

.....  
 .....

**PHONE NUMBER:** ..... **EMAIL ADDRESS:** .....

**ARE YOU VISITING THE LIBRARY?** Yes/No

**IF YES, WHAT ARE YOU VISITING THE LIBRARY AS?**

RESIDENT

READER

RESEARCHER

**IF YES, WHAT IS YOUR READER/RESEARCHER CARD NUMBER OR RESIDENT ROOM NUMBER?** .....

### 2. Intended use of the images requested:

**a. ARE YOU REQUESTING IMAGES FOR PRIVATE RESEACH PURPOSES ONLY?** Yes/No

*If your answer is yes, skip to part 2c.*

**b. IF YOU ARE REQUESTING IMAGES FOR A PURPOSE OTHER THAN YOUR OWN PRIVATE RESEARCH PURPOSES, PLEASE INDICATE UNDER WHICH OF THE FOLLOWING POSSIBLE COPYRIGHT EXCEPTIONS YOU INTEND TO USE THE IMAGES?**

**Re-use for the purposes of criticism, review, or quotation:** A copy of a work can be used for the purposes of criticism, review or quotation. Examples include reproduction of images of art works in corporate plans, conference slides and evening talks. A lawful extract of a work can also be made for the same purposes. In this case, the work must be 'fair dealing' (you can't copy more than you need), and sufficiently acknowledged, as well as having lawfully been made available to the public. This exception cannot be overridden with any contract. Examples of use of this exception include extracts of text reproduced in exhibition panels and books, clips of films and excerpts of sound recordings within exhibition spaces.

**Re-use for the purposes of illustration for instruction purposes:** A copy of a copyright work can be used for the sole purpose of illustration for instruction as long as the use is for a non-commercial purpose, the person making the copy is giving or receiving instruction and the copy is accompanied by a sufficient acknowledgement. This could include the use of images within projected presentations for example. This exception cannot be overridden by a contract.

**c. PLEASE TICK TO INDICATE YOUR CONSENT TO THE FOLLOWING:**

**Copyright and Collection Items:** I confirm that any photographs or images that I receive are for private research purposes only, or for the copyright exceptions I have indicated. I understand that these images are not licenced for any other type of reproduction and that if I use them in any way other than the one I have indicated on this form it will be in breach of copyright.

**Rights Clearance:** I understand that these images will not be subjected to rights clearance procedures by Gladstone's Library. I understand that I must complete a Gladstone's Library Printed Collections Licensing Agreement form, and undertake rights clearance, for any use of these images other than those indicated on this form.

**3. Terms and conditions:**

**a. Payment:** Payment must be made in advance. An invoice will be raised upon acceptance of quotation. We reserve the right to change published prices;

**b. Copyright and GDPR:** Gladstone's Library is committed to respecting the intellectual property rights of others. Intellectual property rights may subsist in material offered or supplied by Gladstone's Library. Gladstone's Library will not supply material outside of the copyright guidelines issued by the UK Libraries and Archives Copyright Alliance ([uklaca.org](http://uklaca.org)). To prove that Gladstone's Library is complying with copyright and data protection laws that apply to our collections, all request and reprographic forms are stored in electronic copy for 100 years from the date of signature. Information requests should be submitted to [louisa.yates@gladlib.org](mailto:louisa.yates@gladlib.org).

**c. Preservation:** We reserve the right to provide an alternative format if the original item is not suitable for scanning or copying. We will consult with the customer in this case;

**d. Delivery:** Image files are very large and if they cannot be emailed they will be delivered using a file-sharing service (usually WeTransfer). There are additional charges if the order is to be printed and/or posted. Please contact the Library for details;

**e. Cancellation Charge:** There is a fee of £20 if an order is cancelled after we have begun to process the order

**f. Processing Times:** Please allow 14 days for completion, from our acceptance of your order.

**I AGREE TO THE TERMS AND CONDITIONS ABOVE:**

NAME (please use capital letters): .....

SIGNED: ..... DATE (dd/mm/yyyy): .....

**4. Items you would like to have scanned:**

**PLEASE LIST ALL ITEMS THAT YOU WOULD LIKE COPYING, SPECIFYING WHICH PAGES. THIS WILL BE USED BY GLADSTONE'S LIBRARY TO CALCULATE THE REPROGRAPHICS FEE.**

<b>Classmark</b>	<b>Title, Author and Date of Item</b>	<b>Pages</b>

Please send my items to email address: .....

*Please now return the form to Gladstone's Library by emailing it to [library@gladlib.org](mailto:library@gladlib.org) so we can calculate your reprographics fee.*

**5. Fee (to be calculated by staff):**

[number] of [TIFF/JPEG/PDF] images = £0.00p (inc. VAT)

**6. I agree to pay the fee outlined above (to be completed once you have received the details of your fee):**

NAME (please use capital letters): .....

SIGNED: .....DATE (dd/mm/yyyy).....