



## Library Photocopy Service and Visitor's Fee

Photocopies of documents held in the IOM3 Library can be supplied subject to copyright regulations, and sent to you by post, or pdf. Charges are as follows:

### Photocopy Charges (VAT will be added where applicable)

#### Requests

##### UK, EU and Rest of the World

For an article up to 20 pages

##### Members

£5.00

##### Non-Members

£10.00

For longer articles up to 50 pages

£10.00

£20.00

#### Delivery

Postage and handling - UK

£2.00

£2.00

Postage and handling - Overseas

£4.00

£4.00

PDF – non-commercial use only

-

-

Publisher copyright royalty fee may be added

#### Self-Service photocopying for Visitors to Library

20p per page Members

40p per page Non-members (a visitor's fee of £15 + VAT also applies per day or part thereof)

- All photocopy requests must be accompanied by a declaration of intent in the use of the copy.
- **A separate form must be used for each document.**
- The signature must be the personal signature of the person making the request. A stamped or typewritten signature, or of an agent, is not acceptable. Please complete, sign and return by email or post.
- If the document is required for commercial purpose a copyright royalty fee will be added and the document cannot be delivered as pdf.
- Charges are per article exclude VAT and may be subject to change without notice.
- An invoice will be raised and sent via email.

Please email your order to: [library@iom3.org](mailto:library@iom3.org)

**The Institute of Materials, Minerals & Mining Library**

**The Boilerhouse, Springfield Business Park, Caunt Road Grantham Lincolnshire NG31 7FZ**

**T: +44 (0)1476 515769 Linda Dawes (working days Monday-Thursday)**

# I·M3

To the Librarian, Institute of Materials, Minerals & Mining  
The Boilerhouse, Springfield Business Park, Caunt Road, Grantham, Lincolnshire NG31 7FZ

## Photocopy Order and Copyright Declaration Form

Please supply me with a copy of the material specified below,

which is required for research for non-commercial purpose or private study:

which is required for commercial purposes:

### Article in a periodical, the particulars of which are:

Author:	
Paper title:	
Journal title:	
Vol., no., date, page nos.:	

### Part of a published work, the particulars of which are:

Author:	
Title:	
Chapter no./Page nos.:	

I declare that

- (a) I have not previously been supplied with a copy of the same material by you or any other information professional;
- (b) I will not use the copy except for research for a *non-commercial purpose* or private study (if applicable) and will not supply a copy of it to any other person; and
- (c) to the best of my knowledge no other person which 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.

**At the Institute of Materials, Minerals & Mining (IOM3) we are committed to protecting your personal data and will process it in compliance with Data Protection law. For more information on how we process and protect your data and your rights under the new General Data Protection Regulation (from 25 May 2018) please see our Privacy Notice at [www.iom3.org/privacy-notice](http://www.iom3.org/privacy-notice)**

SIGNATURE

(this must be the personal signature of the person making the request)

NAME AND MEMBERSHIP NUMBER

DATE

FORM OF DELIVERY

- Post  
 Email (pdf)

POSTAL ADDRESS, TELEPHONE and EMAIL

# PHOTOCOPIES GUIDE

**Before you sign the Photocopy Request and Declaration form, you need to decide whether you intend to use a photocopy for commercial or non-commercial purpose.**

## **Commercial Copying**

- Research relevant to R&D in a commercial company (e.g. product development)
- Research relevant to R&D where result will be passed to a commercial company for commercial use
- Market research or competitor intelligence in all organisations
- Searching for legislation and regulation for a commercial company
- Work done by an information broker for clients

## **Non-Commercial Copying**

- R&D in education establishments which is not related to any commercial venture
- Employees' own private research or study, unrelated to any commercial venture
- Research on a genuinely pro-bono basis
- Any individual's private research or study, unrelated to any commercial venture