Information Services Directorate

DECLARATION: COPY OF WHOLE OR PART OF UNPUBLISHED WORK

To: **The Archives Assistant, Library, University of East Anglia, Norwich, NR4 7TJ**

1 Please supply me with a copy of:
* the whole/following part of ……
……..
……..
……..
……..
……..
……..
required by me for the purpose of research or private study.

2 I declare that -

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

(b) 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

(c) to the best of my knowledge the work had not been published before the document was deposited in your *library/archive and the copyright owner has not prohibited copying of the work.

3 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 the infringement of copyright as if I had made the copy myself.

……† Signature
……Date

Name……
Address……..
……..
……..
……..

* Delete whichever is inappropriate
† This must be the personal signature of the person making the request. A stamped or typewritten signature or the signature of an agent is NOT acceptable

INSTRUCTIONS: Please print and complete sections 1 and 3 by hand. The completed form may then be returned by post, fax, or digitised and delivered by email.

The Archives Assistant, Library, University of East Anglia, Norwich, NR4 7TJ
Email: archives@uea.ac.uk
Tel: +44 (0) 1603 59 3491
Fax: +44 (0) 1603 59 1010

Web: http://www.uea.ac.uk/is/archives