Special Collections and Archives

Reproduction Application Form for **Unpublished Material** for the reproduction of materials for **Research or Private Study Only**

*This is a request for copying of materials which have not been lawfully made available to the public, such as manuscripts and theses. The request is to a librarian or archivist for copying on behalf of an end user who requires the material for the purpose of research and private study. This declaration is required by the Copyright and Related Rights Act 2000, and S.I. 427 of 2000.*

**To: The Librarian of University College Cork Library**

**Note: A separate declaration form is required for each item or article requested.**

**Please give full details of the item to be copied, including the amount requested.**
No copy can be supplied unless the declaration is completed in full and personally signed by the requestor.

**I understand:**

(1) Separate permission from the UCC Library and copyright clearance must be obtained before publishing or reproducing the copy further. This includes digital scans, digital images, publishing on the Internet, etc.

(2) No copyright will be deemed to have been assigned or transferred with the copy of material provided.

(3) Copies may be made by Library staff.

(4) The Librarian may deny permission to reproduce items where it is deemed that reproduction could cause physical deterioration to the original.

(5) No copy of material held in UCC Library may be sold or reproduced without permission from the Librarian of UCC Library.

**I declare that: (please circle a or b)**

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

**OR**

(b) I will not use the copy except for research or private study and will not supply a copy of it to any other person.

**AND**

To the best of my knowledge the work had not previously been made available to the public before the work was deposited in your library and/or archive and the copyright owner has not prohibited copying of the work.

**I declare that (please circle either e or f)**

(e) I understand that if this declaration is false I shall be liable for infringement of copyright.

(f) For copies made by Library staff: I understand that if this declaration is false I shall be liable for infringement of copyright as if I had made the copy myself.

**Signature: .......................................................... Date: ..............................................**

Name (Block capitals) ...............................................................................................................

Address / UCC dept.: .............................................................................................................

________________________________________________________

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>No. of copies made:</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of reproduction:</td>
<td>Comments:</td>
</tr>
<tr>
<td>Copies made by:</td>
<td>Date:</td>
</tr>
</tbody>
</table>