# Distance Learning Request Form

## Complete then print and sign this form, remember to check all appropriate boxes.

**Please return this form to** **library-dds@glasgow.ac.uk**.

This form may be used for:

* Books from stock
* Photocopies of extracts from books in stock
* Photocopies of articles from journals in stock

## Journal Article

|  |  |
| --- | --- |
| Title: |  |
| Year: |  |
| Vol: |  |
| Part: |  |
| Pages: |  |
| Author of article: |  |
| Title of article: |  |
| UofG call number: |  |

## Book

|  |  |
| --- | --- |
| Author/Editor: |  |
| Title: |  |
| Edition: |  |
| ISBN: |  |
| Publisher/Date: |  |
| Page Nos (If photocopy only required): |  |
| UofG call number: |  |

## Personal Details

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Email: |  |
| Address for notification: |  |
| UofG Undergraduate: [ ]  or Postgraduate: [ ]  |
| Library barcode: |  |

## Copyright Declaration

I declare that:

1. I have not previously been supplied with a copy of the same material by you or any other librarian.
2. I will use the copy only for researcrch for a non-commercial purpose or private study and will not supply a copy of it to another person.
3. **Either** 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.

**Or** in the case of a manuscript, to the best of my knowledge the work was not published before the document was deposited in the Library and the copyright owner has not prohibited copying of the work.

**Delete as appropriate.**

I understand that if the declaration is false in a material particular the copy supplied to me will be an infringing copy and that I shall be liable for infringement as if I had made the copy myself.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |