

Knowledge Services

Application for copies for non-commercial purposes

Section A – Personal details

Please give your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/ Ms/Other Surname

Forenames

Tel Mobile

email

Home address

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Section B – Copies required

Please supply me with a copy of the following (see the end of this form for guidance on permitted copying):

Containing item*	Date	Page numbers	Shelf mark (if known)	Copying charge
				£
				£
				£
				£
				£

* Title of magazine/periodical or title and author of book

Copying charges

- Copying charges are £3 (+ 10p per page)
- If you are not a member of the CII, an additional £30 reference charge applies.

Section C – Delivery

I will collect Scan to the email address above

Section D – Total payable – For office use, please leave blank

A library staff member will be in contact to confirm costs and take payment details over the telephone. Please be aware that we do not accept AMEX.

Order charge Reference fee charge (if applicable) Copying charges (see section B) Total

Section E – Declaration

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; (c) 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; (d) if this item is delivered by an electronic method, I will retain only a single paper copy and destroy any electronic copies after printing. 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 as if I had made the copy myself.

Signature*

Date

* This must be the personal signature of the person making the request. A stamped or type-written signature, or the signature of an agent, is not acceptable.

Notes

- Generally, you can request copies of up to 5% or one complete chapter of a book, or up to 5% or one complete article from a journal or magazine.
- This form does not cover electronic material under licence.
- Geographic restrictions may apply.
- Further restrictions may apply. If you need any advice, please call the library on +44 (0)207 417 4415.

Please scan and return the completed form to CII Knowledge Services at knowledge@cii.co.uk.