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| **REQUEST FOR PHOTOCOPY / SCAN OF PRINTED LIBRARY MATERIAL** **OR FROM RIA MICROFILM: COPYRIGHT DECLARATION** | RIA circle.jpg |

To: Librarian, Royal Irish Academy, 19 Dawson Street, Dublin 2, D02 HH58, Ireland.

Please supply me with a copy of the material itemised below required by me for the purposes of research or private study.

**Type of copy required:** *Photocopy:*  *[ ]*  *Scan:*  [ ]

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| **Title**(of book or journal) | **Author**(of book or article) | **Date /** Volume and issue number | **Page numbers**of section to be copied |
|       |       |       |       |
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| **RIA microfilm no.:**       | **Item:**       | **Pages/folios:**       |

I declare that (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 have previously been supplied with a copy of the same material by you or another librarian or archivist but that copy has since been lost, stolen, discarded or destroyed or a period of time of some       has passed; (c) 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 (d) to the best of my knowledge no more than 2 other persons 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 purpose.

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| Applicant’s name: |       |
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***Material is invoiced as supplied. If you would like the photocopies posted, please tick here.*** ***[ ]***

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| Tel.: (+ 353 1) 6762570 | Email: library@ria.ie | <http://www.ria.ie> | VAT Reg. No. IE 0051191V |
| \_\_\_\_\_ sheets/scans @ \_\_\_\_ per sheet/scan | = €\_\_\_\_\_\_\_\_\_\_ |
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Please quote invoice number when sending payment. Thank you.

*This information is transferred to a secure spreadsheet and is protected under the Data Protection Acts 1988, 2003 & 2018 (GDPR). For further information on our records management, please consult the notice on the following page or see* <https://www.ria.ie/library/about/services>

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| **Request forms for photocopies/scans: procedures and retention** | **RIA circle** |

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1. The forms include a copyright declaration which must be signed by the requester. For in-copyright items, forms must be completed even if the client makes the copy him/herself.
2. A charge is levied and the forms are used to record the amount owed and payment details. Generally, these are small amounts. Income is logged in a dedicated ledger held in the Library and payments are remitted to the Accounts Department by the Assistant Librarian on a monthly or bi-monthly basis.
3. Invoices are issued in the case of orders posted out, or on request.
4. A secure, passworded spreadsheet is held; this contains name, contact details and amounts owed by those to whom orders and invoices have been despatched. The purpose of the spreadsheet is to record and manage payments. The number of orders is recorded annually for statistics purposes.

**Retention Schedules for photocopy forms and records:**

**1** The forms are retained securely for 7 years post-payment in accordance with regulations. After this time they are securely shredded.

**2** Invoices are retained for 2 years and thereafter securely shredded.

Version 4, S. Fitzpatrick, Librarian

May 2018