Request forms for photocopies/scans: procedures

Readers may order photocopies or scans of Library materials (printed, electronic or from microfilm), subject to licensing arrangements and the provisions of the Copyright Acts.

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