



Request for journal article not in University stock

Please write **clearly**, in block capitals, then sign this form and take to any Learning Centre Helpdesk

Title of Journal		
Article Title *please note- due to copyright restrictions, you may only order one article per one issue of a journal*		
Author/Responsibility		
Volume/Issue	Pages	ISSN
Date of Publication	Exact Source of Reference	Cancel if not obtained by:
Have you checked the Library Catalogue? Yes No Unsure/Need help searching		

Personal Details

Name	Borrower Card Number	
	WPP	
Address and Postcode		
Telephone number	University Email Address	
Staff/Student (delete as appropriate)	Student Level: 4 5 6 PG Student Research Student	Faculty/Department

COPYRIGHT DECLARATION:

I hereby request you to supply me with a copy of the item specified above which I require for the purpose of research for a non-commercial purpose, or private study. I have not previously been supplied with a copy of the same material by you or by any other librarian. 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. To the best of my knowledge, no other person with whom I work has made, or intends to make at about the same time as this request, a request for substantially the same purpose. If the item was delivered by an electronic method (which includes facsimile transmission), I will retain only a single paper copy and destroy any electronic copies after printing. I understand that if this declaration is false in any way whatsoever, 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 it myself.

Signed:	Date:

Restricted Users (all level 4 & 5 students) must obtain authorisation from their Module Leader

This item is necessary for the work of this student on Module Number:	Module Leader name:
	Module leader signature:

DAS STAFF USE ONLY

Checked by:
Date:



Request for journal article not in University stock

Please write **clearly**, in block capitals, then sign this form and take to any Learning Centre Helpdesk

Title of Journal		
Article Title *please note- due to copyright restrictions, you may only order one article per one issue of a journal*		
Author/Responsibility		
Volume/Issue	Pages	ISSN
Date of Publication	Exact Source of Reference	Cancel if not obtained by:
Have you checked the Library Catalogue? Yes No Unsure/Need help searching		

Personal Details

Name	Borrower Card Number	
	WPP	
Address and Postcode		
Telephone number	University Email Address	
Staff/Student (delete as appropriate)	Student Level: 4 5 6 PG Student Research Student	Faculty/Department

COPYRIGHT DECLARATION:

I hereby request you to supply me with a copy of the item specified above which I require for the purpose of research for a non-commercial purpose, or private study. I have not previously been supplied with a copy of the same material by you or by any other librarian. 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. To the best of my knowledge, no other person with whom I work has made, or intends to make at about the same time as this request, a request for substantially the same purpose. If the item was delivered by an electronic method (which includes facsimile transmission), I will retain only a single paper copy and destroy any electronic copies after printing. I understand that if this declaration is false in any way whatsoever, 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 it myself.

Signed:	Date:

Restricted Users (all level 4 & 5 students) must obtain authorisation from their Module Leader

This item is necessary for the work of this student on Module Number:	Module Leader name:
	Module leader signature:

DAS STAFF USE ONLY

Checked by:
Date: