



Copying service for modern printed material

The Library offers a photocopying/scanning service, undertaken by Library staff. Photocopying/scanning is subject to the physical condition of the book or journal and to copyright law. Each item is assessed before copying/scanning and orders are accepted at the discretion of Library staff.

Printed works over 100 years old may be photocopied/scanned at the discretion of Library staff. Manuscripts and archives may not be copied, but Library users may take digital images for personal research/private study purposes only. Permission must first be sought from Library staff prior to any photography being undertaken.

Photocopying/Scanning service charges, excl. VAT (self-service scanning is free)

Black and white

A4	20p per page
A3	40p per page

Colour

A4	30p per page
A3	60p per page

An administration charge will be added when photocopies are posted as follows:

Up to 20 pages	£1.00 administration charge + cost of copies
20 – 50 pages	£2.00 administration charge + cost of copies
Over 50 pages	£5.00 administration charge + cost of copies

*****VAT will be added to the total charge*****

Standard postage will be 2nd class and free. An additional £1.00 will be added to send photocopies 1st class (please specify first class in your initial request).

Payment

Payment is required in GBP sterling and can be made in cash, via PayPal (a PayPal account is not required), or via the Society's bank transfer details on the invoice.

Requesting copies

To request copies, please complete a [Copying Request Form](#) [docx.].

Fellows, Affiliate Members and SCONUL users can also place a *photocopy request* via the [Library catalogue](#) by logging in to their account. Scans will be sent as standard unless a paper photocopy is specified in the user notes field.