

Making imaging and permissions requests at Cambridge University Library

A step-by-step guide to making requests using the online form

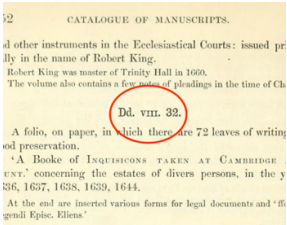
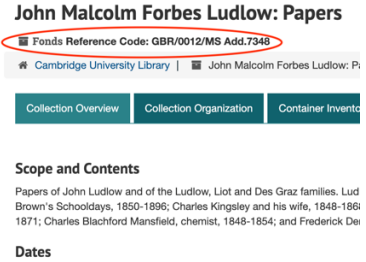
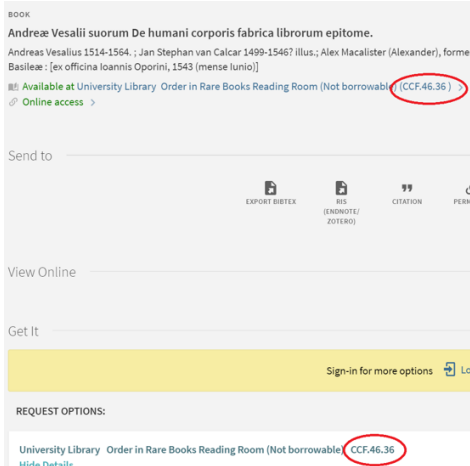
My Order: Images

Images/copies for private study only

Click on the **blue Add item** button, to enter information about the item(s) you would like the Library to copy for you. You can request images/copies from up to five (5) items per order. You can order multiple images/copies from one item.

Please complete **all fields** marked with an **asterisk (“*”).**

- **Type of item:** select from the drop-down menu the type that best describes the original item
- **Title:** supply any given title of the original item, if known
- **Classmark:** this is the unique reference that an item is given when it gets catalogued in the library collection. It is usually a combination of letters and numbers and it usually appears next to the item title or description in the catalogue. Please see below for examples of how the classmark appears in the manuscripts printed catalogues, in Janus and on idiscover:

Printed catalogue – as the main reference/heading for each entry	ArchiveSearch – as a Reference Code	Idiscover – in parentheses alongside availability information
		

- **Page or folio range:** enter the page range or specific side of the leaf that you need



- **Description:** complete with any additional information that could help us identify the specific item/image/page you need
- **Microfilms:** some of the rare books and manuscripts in the collection are available in microfilm format. If you select this option, we will check the list of microfilms we hold and if copies are available, we will let you know if we can scan them and make these scans available to you. Please note that the Library only holds microfilms for a small part of the collection and that delivering a copy of a whole microfilm reel may take much longer than standard photography. If a microfilm does not exist, the quote you receive will be for producing copies according to our standard process.

Click on '**Save**' to proceed.

Click on the **blue Add item** button, to enter information about more items

OR

Click on the **green 'Next'** button to continue to the next stage of your order

My order: Copyright Declaration

When you order an image for private study and non-commercial research, you need to agree to the terms of the copyright declaration. UK libraries need to have a record of your agreement to these terms to ensure that this service is offered according to current UK legislation.

Read each term carefully and think if it is in line with how you plan to use the requested copies. If in doubt, please let us know. You can show that you agree to each term by clicking on the checkbox next to it. (If you are a Librarian arranging for the supply of a copy on behalf of a reader, please ask the Library patron to submit the request and see [here](#) for more information on how requests are processed).

Note regarding unpublished works: under UK legislation, quotation from unpublished works is not allowed without permission from the copyright owner.

Click on the **green 'Next'** button to continue to the next stage of your order

My order: My Details

Complete the relevant fields with your personal information and contact details to allow us to get in touch about your request. For more information about how we handle your personal information, please see: <http://www.lib.cam.ac.uk/privacy-policy>

Questions about whether you are a UK student, a member of the University of Cambridge, or an employee of Cambridge University Press are mainly for statistical purposes.

Click on the **green 'Next'** button to continue to the next stage of your order

My order: Delivery, Payment, Terms and Conditions



Complete all fields marked with an **asterisk** (“*”).

- **Delivery method:** The available options are electronic delivery of digital copies (a link to the electronic files will be emailed to you) or postal delivery of paper copies. The Library cannot offer the postal delivery service for all types of materials and it can only offer photocopier-quality print-outs. An additional fee applies for postal delivery.
- **Preferred delivery format:** If requesting new high-resolution images, these will be supplied as high-resolution uncompressed jpg files, unless you prefer tif tiles.
- Microfilm scans are supplied as high resolution jpg files.
- Copies of theses and items from the main collection which are in good condition, are supplied as pdf files.
- **Payment method:** Please choose your preferred method of payment. If you would like your institution or employer to arrange for the payment, please let us know.
- **Are you ordering on behalf of an EU institution with a VAT number?** – Please choose ‘yes’ only if you are applying on behalf of an overseas institution which will arrange for the payment for this service.
- **Terms and Conditions:** Please read carefully the terms as shown [here](#) (opens in a new window) and let us know if there are any questions. You can show that you agree to the terms by clicking on the checkbox.

Click on the **green** ‘Place Order’ button to submit your order