

BCOM Library

Information and Copyright declaration for non-college members wishing to use the Library resources

All visitors to Library (including previous staff and students) will need to make an appointment and register at the BCOM offices in Lief House, 120 Finchley Road as a visitor on arrival.

Library materials are for reference use only, and anyone wishing to photocopy material, or who requires electronic copies, should fill in the copyright declaration below, sign and post it to the Library or bring it with them if visiting (we cannot accept e-mailed forms)

1. Staff and Students from other colleges. Please fill in the form below giving details about yourself and the resources that you wish to use. Students must produce evidence from their supervisor that they require access to BCOM library.
2. Members of the public. They will need to e-mail details to the Librarian about themselves and indicate what they would like to look at and their reasons for doing so
3. E-mail requests for material. For dissertations, there will be a charge of £15 for dissertations that are available in PDF, for those that have not been scanned it is £75. We will notify you of the price when we receive the completed form- please note, most material that is available in PDF has been produced in the last 5 years

Library resources request form			
Name			
Academic Institution (if relevant)			
Address			
e-mail			
Resources you are interested in			
Your reason for viewing the resources			
<i>Do you wish to photocopy resources</i>	<i>Yes/no</i>	<i>Do you wish to purchase an electronic version</i>	<i>Yes/no</i>
<i>If you have answered yes to either box above, please read and sign the copyright declaration below</i>			
<p>I confirm that I wish to use the resources from BCOM for private study only. I will follow all Copyright guidance and legislation when using it, and full acknowledgment of the author/s and source will be given if the resources are used or quoted in any talks given or any written or published work that I produce</p>			
<i>Date</i>		<i>Signed</i>	
<p>Please return the signed form to The Librarian, BCOM Library, Frazer House, 6, Netherhall Gardens, London NW3 5RR</p>			