



### REPRODUCTION REQUEST FORM

Personal Information	
Name:	
<i>Last Name</i> <i>First Name</i> <i>Middle Name</i>	
Address:	
Country of Origin:	Contact No:
Affiliation:	E-mail:

Item(s) for Reproduction			
Request (select one):	<input type="checkbox"/> Books	<input type="checkbox"/> Periodicals	<input type="checkbox"/> Photographs/Postcards/Maps (Digital)
Format (select one):	<input type="checkbox"/> Printed/Digital (Low)	<input type="checkbox"/> Printed/Digital (High)	<i>(see Reproduction Fee Schedule)</i>
Title:			
Author:		Volume No./Issue No./Publication Year:	
Call No.:		Page Number(s):	
Purpose of Reproduction:			

<b>Copyright Notice</b> The provision of this service by the UST Miguel de Benavides Library is in accordance with Philippine and international copyright laws. The materials reproduced are protected by copyright and are intended only for research, scholarship, and private study. Further reproduction and distribution is not allowed.	My signature below certifies that I have read the rules and regulations governing the publication of materials from the UST Miguel de Benavides Library and that I will abide by these statements.	
	<b>Signature over Printed Name</b>	<b>Date</b>

Guidelines for the Reproduction Service
<ol style="list-style-type: none"> <li>1. Reproduction of materials is subject to the discretion of the UST Miguel de Benavides Library. When reproductions are requested, the size, condition, and donor restrictions of all materials are evaluated. Requests for reproductions may be denied if such work would damage the materials to be reproduced or infringe on other restrictions.</li> <li>2. The Library follows the generally accepted copying model for copyrighted works of not more than 5% for each material. The requestor assumes responsibility in observing applicable laws of copyright and agrees to hold the UST Miguel de Benavides Library harmless for any loss, cost, damage, or expenses arising from the reproduction request.</li> <li>3. The Library reserves the right to limit the number of items to be reproduced or to decline and refuse permission to make a reproduction of any particular material with or without cause.</li> <li>4. The requestor agrees to pay for the cost of reproduction according to the <b>Reproduction Fee Schedule</b>.</li> <li>5. Copies of materials reproduced by the Library may not be used for profit and may not be placed in any other library or similar repository without prior permission.</li> <li>6. Reproductions shall be used solely for research, teaching, or learning purposes. Copies requested may not be transferred to others, reproduced further, or published in any form without prior consent.</li> <li>7. All uses of the reproduced copy must be properly credited to: <i>University of Santo Tomas Miguel de Benavides Library, España, Manila, Philippines.</i></li> </ol>

For Heritage Library	Date
Received by:	
Digitized by:	
Released by:	

Payment
Total:
Remarks:
O.R. No.: