

PHOTOCOPIES GUIDE

Before you sign the Photocopy Request and Declaration form, you need to decide whether you intend to use a photocopy for a commercial or non-commercial purpose.

Commercial Copying

- Research relevant to R&D in a commercial company (e.g. product development)
- Research relevant to R&D where results will be passed to a commercial company for commercial use
- Market research or competitor intelligence in all organisations
- Searching for legislation and regulations for a commercial company
- Work done by an information broker for clients

Non-Commercial Copying

- R&D in education establishments, which is not related to any commercial venture
- Employees' own private research or study, unrelated to any commercial venture
- Research on a genuinely pro-bono basis
- Any individual's private research or study, unrelated to any commercial venture