

Making imaging and permissions requests at Cambridge University Library

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

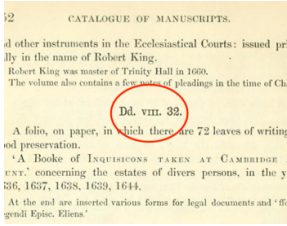
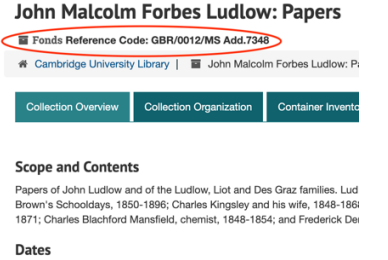
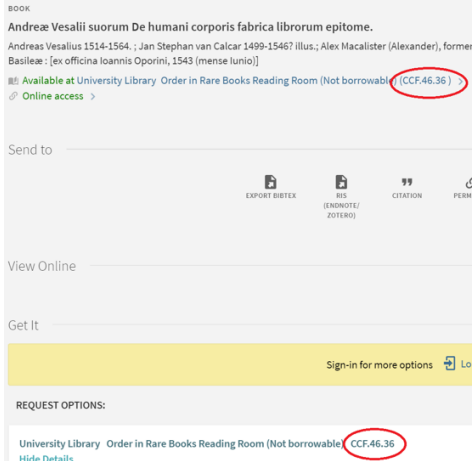
My Order: Images

Images/copies for all other uses (including academic and commercial use) - not available when requesting copies of theses

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
 <p>52 CATALOGUE OF MANUSCRIPTS. ... other instruments in the Ecclesiastical Courts: issued principally in the name of Robert King. ... Robert King was master of Trinity Hall in 1620. The volume also contains a few pages of pleadings in the time of Charles II. Dd. VIII. 32. A folio, on paper, in which there are 72 leaves of writing and preservation. ... 'A Booke of INQUISITIONS TAKEN AT CAMBRIDGE UNIVERSITY concerning the estates of divers persons, in the years 1656, 1657, 1658, 1659, 1644. At the end are inserted various forms for legal documents and "officium Episcopi. Eliensis."</p>	 <p>John Malcolm Forbes Ludlow: Papers Fonds Reference Code: GBR/0012/MS Add.7348 Cambridge University Library John Malcolm Forbes Ludlow: Papers Collection Overview Collection Organization Container Inventory Scope and Contents Papers of John Ludlow and of the Ludlow, Lot and Des Graz families. Lud Brown's Schooldays, 1850-1896; Charles Kingsley and his wife, 1848-1861; Charles Blachford Mansfield, chemist, 1848-1854; and Frederick De... Dates</p>	 <p>BOOK Andreas Vesalii suorum De humani corporis fabrica librorum epitome. Andreas Vesalius 1514-1564; Jan Stephan van Calcar 1499-1546? illus.; Alex Macalister (Alexander), former Basileae: [ex officina Ioannis Oporini, 1543 (mense Iunio)] Available at University Library Order in Rare Books Reading Room (Not borrowable) (CCF.46.36) Online access > Send to EXPORT BIBTEX RIS (ENDNOTE) CITATION PDF View Online Get It Sign-in for more options REQUEST OPTIONS: University Library Order in Rare Books Reading Room (Not borrowable) (CCF.46.36) Hide Details</p>



- **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: Licence Request

In this section, you can supply information about how you plan to use the copies are ordering. If you are still not sure about these details, please do not proceed with completing this form. If you still need copies for your research, you could ask for them under the exception for private study and research for non-commercial purposes. You could contact the library for permissions once your project or publication details have been finalised and all the information below is readily available.

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

My Project Details – information about the project where you would like to use the requested copies.

- **Title/name of project:** Enter the title of your work/book/thesis here (even if it is a work in progress). In the case of articles/chapter/essays published in edited volumes or journals, please enter as following "ARTICLE TITLE" inside "JOURNAL/BOOK TITLE"
- **Publisher or production company:** enter the name of the publisher or production company preparing the specific title
- **Licence period:** Check with your editor/publisher/production coordinator about the appropriate licence. Cambridge University Library only offers limited-time licences. When it comes to Open Access projects, the licence period will be the lifetime of the project.
- **Licence start month** and **Licence start year:** this would be the publication date or the date of the first broadcast

Permissions Required – Please supply details about the rights required for this specific project

- **Languages:** specify if you need rights for a project in one language or more; if you are not sure, your editor or project organiser should be able to advise
- **Territory:** specify if your project will be available only in one country or in the World

Formats - Please specify the **format** of your project:

Print

- **Author name:** fill in the name of the book or article author
- **Volume or issue:** if the title is a journal, enter the volume or issue in which the requested copy will appear
- **Print run:** fill in the number of copies the publisher plans to issue for the project; if the title is made available in both print and electronic format, the print-run should include both the number of printed copies and the projected electronic sales/subscriptions etc. Your editor/publisher should be able to advise on this.
- **Print placement:** let us know if the image is used inside or on the cover of this title
- **Maximum size:** specify if you plan to use the image at half or full page.

Online/electronic

- **Maximum size** (if applicable): specify if you plan to use the image at half or full screen
- **Maximum resolution:** Library images should only be used in electronic publications at medium resolution (at maximum of 2000 pixels on the largest side) and preferably no more than will permit legible viewing. If your project requires a higher resolution, please let us know.
- **Maximum duration** (if used on a short animation or presentation): please let us know if you plan to show the requested copies for more than 30 seconds.
- **Will this project/publication be made available online as Open Access?:** if you are not sure, please check with your editor. If the project will be made available to all after a number of years, please give more details in the **Description** field below.

Broadcast

- **Maximum duration:** please let us know if you plan to show the requested copies for more than 30 seconds.
- **Maximum resolution:** Library images should only be used in electronic publications at medium resolution (at maximum of 2000 pixels on the largest side) and preferably no more than will permit legible viewing. If your project requires a higher resolution, please let us know.
- **Media:** select from the available options - use across all media (no DVD or download-to-own) / use across all media (with DVD or download-to-own) / BBC PSR (5 years unlimited transmissions on BBC channels and iPlayer)

Exhibition display - Please give here details of how you plan to use the supplied image as part of this exhibition, e.g. as a decorative element, as part of the interpretation, to promote the exhibition, on display instead of the original, etc.

- **Placement:** as part of the exhibition, interpretation or promotion
- **Maximum size:** A5, A4 etc; if the display is digital please specify here
- **Will fees apply to enter the exhibition or exhibition venue?:** let us know if entrance to the exhibition space (a museum gallery, a public building, municipal site etc) is ticketed, and/or if there is a fee to enter the exhibition where the supplied copy will appear



Other format (please give full details below) – If none of the other formats seems appropriate for the project you are preparing, please let us know more details here

- **Description/Notes** - Please give a full description of your intended usage or any details not recorded above

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 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 files.
- 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