



## User Agreement – Document supply requests made via email

### Background

- A The User wishes to send document supply requests to the Education + Resource Centre via electronic mail (email).
- B The Copyright Act 1968 (the Act) requires that such requests be in writing and that a signed declaration be furnished by the User to the Education + Resource Centre before any copies are made and supplied to the User.
- C This agreement seeks to address the requirements of the Act for the purposes of email requests.

### The User agrees with the Education + Resource Centre and declares as follows

- 1 All copies requested by under this agreement are required for the purpose of research or study, will not be used for any other purpose, and have not previously been supplied to me by the Education + Resource Centre.
- 2 The declaration in clause 1 applies to all requests made by me in accordance with clause 5.
- 3 The Education + Resource Centre may treat as signed by me any email request and declaration made under subsection 49 (1) of the Act that bears my Username and Email address, which records that it was sent from my Email address.
- 4 I understand that it is an offence under section 203F of the Act to make a declaration under section 49 that I know, or ought reasonably to know, is false or misleading in a material particular, and I will not allow any requests to be signed in the manner provided under clause 3 (above) without my authority.
- 5 All email requests and declarations must include at least the following details

*This request is made according to my User Agreement with the Education + Resource Centre at The Alfred*

User's name x \_\_\_\_\_

Email x \_\_\_\_\_

Contact (Postal) Address x \_\_\_\_\_  
\_\_\_\_\_

*I declare that I require the following copies for research or study, will not use them for any other purpose, and have not previously been supplied with a copy by a staff member of the Education + Resource Centre. If I am requesting more than one article from the same issue of a journal, all articles requested are on the same subject.*

6 **Signed by the User** x \_\_\_\_\_

Date x \_\_\_\_\_