

University of London

Topping up print credit

Online Payment System Terms and Conditions

We / us: Senate House Library, Institute of Historical Research, the Warburg Institute, Institute of Advanced Legal Studies, University of London .

You: the person intending to use this 'Papercut' online payment facility.

IMPORTANT:

This online payment system is provided by us and our third party suppliers to allow you to top up your print credit account.

Please read these terms carefully before using the online payment facility. Using the online payment facility on this website indicates that you accept these terms. If you do not accept these terms do not use this facility.

We reserve the right to update these terms and conditions at any given time. It is your responsibility to review these before each purchase to ensure that you are aware of any changes. If you do not wish to be governed by the revised terms, you must not make any further purchases.

All payments you make are subject to the following conditions:

- All payments made through this online payment facility must be made in pounds (£s) sterling.
- Print credit will normally be applied to your account immediately following payment and the return to the PaperCut portal. No receipt will be given but your transactions can be viewed and printed via your account. If the transaction is not successful you will receive an error message stating this.
- You are responsible for ensuring that you enter all information relating to your purchase correctly, including, but not limited to, your account number and personal details.
- We are not responsible for contacting you and we have no obligations to you whatsoever in the event your payment is refused or declined by your credit/debit card supplier for any reason.
- You should check with your bank/credit/debit card supplier that payment has been deducted from your account.
- To the fullest extent permitted by law, we exclude all liability and responsibility for any amount or kind of loss or damage that may result to you or a third party in connection with the use, inability to use, or the results of use of this online payment facility in any way.
- Your personal information will be stored in accordance with the University of London's privacy policy: <http://www.london.ac.uk/privacyandcookies.html>

Payments

Credit can be purchased in the following denominations £0.04, 0.05, 0.10, 0.25, 0.50, 2.50, 5.00, 10.00, 20.00, with a maximum payment of £20.00 in any one transaction.

It is important that you pay particular attention to the following Refund Policy:

Please note that print credit cannot be refunded once added to your account except in the event of machine malfunction.

You are advised to run down your print credit to zero before ceasing to use Senate House Library, Institute of Historical Research Library and Warburg Institute Library services.

You will lose any unused print credit after 3 years of inactivity on your account.

Copyright

Legal disclaimer

This section is intended to give a general outline of copyright. It does not constitute legal advice and the University of London accepts no responsibility for any misinterpretation or inaccuracy the pages may contain nor for any loss or damage incurred as a result of acting upon information provided here. It is your responsibility to ensure that any copying you undertake in the Library does not constitute an infringement of copyright law. Breach of copyright may result in prosecution.

Copyright Guidance

- For published literary, musical, dramatic and artistic works, copyright normally lasts for the author's lifetime, plus an additional 70 years
- The standard duration of Crown copyright, e.g., UK government publications, is for 50 years after the year of publication or for 125 years after creation.
- If the author of a work is unknown, copyright normally expires 70 years after the work was created or published
- The typographical arrangement of any work published in the last 25 years will be protected by copyright, even if the copyright in the text has expired
- Quite often a physical item will contain more than one copyright work; for example, in history of art book, the text, the images and the typographical arrangement are separate copyright works
- If a work is a new edition of a previous work it may be protected by copyright – even if the original edition is not – if the new edition has been significantly modified. This could apply to translations and new arrangements of musical scores, for example
- If an image is in itself a photograph of another work that is out of copyright – e.g. a photograph of the Mona Lisa – the photograph may have its own copyright, which may still be in force
- Copyright in unpublished works is more complex, and the copyright in many unpublished works will not expire until 31 Dec 2039

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Under guidance on 'fair dealing', you may copy:

- one article from any one issue of a journal (even if that one article is the whole issue)
- one chapter or up to 5% (whichever is greater) of a book or similar publication
- up to 10% of a short book of up to 200 pages
- one poem or short story of up to 10 pages from an anthology

Disabled persons, or someone on their behalf, may make accessible copies of a work if it is for his or her own personal use. For more information see <https://www.gov.uk/guidance/exceptions-to-copyright>.

For information on reproduction rights, please ask for further guidance in the relevant library.

Copying from UK newspapers is not permitted. Please ask for further guidance in the relevant library.

Care of books

To avoid damaging library materials, please observe the following when copying or scanning:

- Avoid applying pressure; press down gently on the covers rather than the spine.
- Please see staff for further information before copying items that are:
 - more than 100 years old
 - larger than A3, or too heavily to handle comfortably
 - fragile, tightly bound or damaged

Contact Details

Each library may have different policies regarding copying and printing. Please familiarise yourself with these. Should you require any further details, please contact the library information desk at the relevant library:

Senate House Library

Email: senatehouselibrary@london.ac.uk

<http://www.senatehouselibrary.ac.uk/using-the-library/library-services/copying-printing-and-scanning/do-your-own-copying-printing-and>

Institute of Advanced Legal Studies

Email: ials@sas.ac.uk

<http://ials.sas.ac.uk/library/library-services/copying-and-printing>

Institute of Historical Research

Email: ihr.library@sas.ac.uk

www.history.ac.uk/library/copying-and-printing

Warburg Institute

Email: warburg.library@sas.ac.uk

<http://warburg.libguides.com/library/photocopying>