

## High Demand Collection: unpublished material

**This form is a request to place unpublished material in the High Demand Collection.** Use it for material such as a typescript or manuscript for which you own the copyright.

**Please complete a separate form for each item** and send to the Collection Services Team in the Laidlaw Library (tel. 35544, email [hdc@library.leeds.ac.uk](mailto:hdc@library.leeds.ac.uk)) **at least two weeks before it is needed.**

Please ensure that you sign the first declaration, the second is voluntary.

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Name:  
*(please print)*

Telephone:

Department or address:

Email:

*1. I request that the item described below be added to the High Demand Collection. I am the copyright owner of this material, and I have not assigned the copyright to any other party. I agree to inform the Library if I cease to own the copyright, and I understand that this may mean that the item has to be withdrawn from the High Demand Collection while an alternative copy is obtained.*

Signed:

Date:

*2. I give permission for this material to be photocopied by readers.*

Signed:

Date:

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Details of material:

Title:

Author(s):

Year:

*To be used for -*

Module code:

Module name:

Number of students:

When this item is no longer needed, would you like it back? Yes  No

Would you like to know the High Demand Collection number allocated to this item? Yes  No

