

## Form for the submission of complaints about material held in ORA

Every effort has been made to ensure that nothing in the Oxford University Research Archive (ORA) infringes UK law. Should you discover any content in ORA you believe infringes any law or rights you may possess, please complete and sign the form below and send it to:

Address           ORA Service & Development Manager  
                       The Bodleian Libraries  
                       Osney One Building  
                       Osney Mead  
                       Oxford, OX2 0EW

Fax                01865 204937

Email             [ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk) CC to [sally.rumsey@bodleian.ox.ac.uk](mailto:sally.rumsey@bodleian.ox.ac.uk)

This outlines the information we will need to help us identify the resource that is the subject of your complaint. We would normally expect to respond to your communication within 20 working days of receiving it.

<b>From</b> Contact details where you can be easily reached	Your full Name	
	Your address	
	telephone number	
	email address	
Your Reference	Insert the full title and any unique identifier you have given to the material which is the subject of your complaint.	
Our Reference	Insert any unique title and identifier of the material to which the complaint refers, given by ORA.	

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<b>Intellectual Property Rights (including Moral Rights)</b>	If your complaint concerns an alleged infringement of Intellectual Property Rights, please indicate here where possible which type of right (for example copyright) and the type of work (for example literary work) concerned here.	
	Please give publication details of the work which you claim has been infringed.	
	Describe the alleged infringing material in as much detail as possible including any details of content, edition, media and format.	
	State as exactly as possible the extent of the alleged infringement, for example how many words of text have been reproduced	
	Confirm here that you are either the owner of the Intellectual Property Rights which are the subject of the complaint or are authorised to act on behalf of the rights owner (please give details)	
	Indicate here in what way(s) your intellectual property rights have been infringed, for example by unauthorised reproduction	

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<b>Grounds for complaint other than IPR</b>	State the nature of your grounds here (for example defamation, data protection/privacy, breach of confidence etc). If you are unsure what the exact legal grounds are for your concern please put your complaint here	
	Describe here the infringing content in as much detail as possible	
	Describe, where possible, the exact nature of the infringement with respect to the applicable legislation, (for example that personal information has been processed and published without consent) If you do not know which law is applicable, please describe the subject of your concern in as much detail as possible	

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<b>Action requested</b>	<p>Please state what action(s) you are requesting, for example:</p> <ul style="list-style-type: none"> <li>• Allow continued access to the resource, but with appropriate reference to other source material or other action (please specify);</li> <li>• Suspend access to the resource;</li> <li>• Removal of the resource;</li> <li>• Cease any further use of the material;</li> <li>• Permission and fee required for continued use;</li> <li>• Corrections required for continued use;</li> <li>• Notification that your requests have been complied with or not</li> <li>• Other (please give details)</li> </ul>	
<b>Other information</b>	<p>Please give any further relevant information in relation to your complaint here</p>	
<b>Declaration from complainant</b>	<p>The information contained in this notice is accurate and I believe, is supplied in good faith and that the material in question and how it is being used is as described above and that this is not authorised by the rights holder(s)/agent/owner/complainant (delete as appropriate) and infringes UK law as described above (delete if not applicable)</p> <p>This notice is given without prejudice to any other communication or correspondence relating to the protected rights or any other right</p>	<b>Please sign and date below</b>