

## “Request for information”

### Applicant data

Application Date :

Full Name :

National Number :

Proof of Identity Type:

Place of Residence :

Work Place :

Employer:

E-mail :

Postal Address :

Fax Number:

Mobile Number:

Phone Number:

### Documents required to complete the procedures

- Proof document
- A book from the concerned party is included (the subject and purpose of the information and the name of the delegate)

### Nature of information required

photocopy      CD      Other

### Notes to complete the procedure

- Application completion can be achieved by personally calling on the department building and signing the application.
- Fees are incurred for photocopies as follows:
  - Incurring 25 fils for each A4 copy.
  - Incurring 50 fils for each A3 copy.
  - Incurring 2.00 dinars for each printed photograph.
  - Incurring 1.00 dinars for each digital photograph.
  - Incurring the cost of printed copies in addition to the CD cost for information stored on a CD.
  - Copies up to 10 pages are provided free of charge. For larger quantities, the cost are incurred fully.
- It is prohibited to get more than one copy of the same original part.
- The copyright protection law is to be taken into account when acquiring photocopies or accessing information.
- In case the original document or photo might be impaired if copied, it is allowed to view the original work without taking any form of copies.
- The application is to be accepted or rejected within a thirty day time frame starting the day that follows the application day.
- In case you could not get access to the needed information, you have the right to file a complaint to the Information Council through the information delegate / the general manager of the department of the national library.

### Purpose of obtaining information

Subject of information:

Pledge

I pledge to use the information to the purpose that it was accessed for. I shall refer to the information source and the related bibliographical information in accordance to the scientific and legal citation principles