Fact sheet: Respond to “Request a copy”

If there are restrictions on an eprints, it should appear like this:

If a user wants a copy of your eprint, they can click the “Request a copy” button.

This window will appear:

The user fills in the email address and a reason for requesting the copy and pushes the button.
The depositor will receive an e-mail like this:

![E-mail example]

If you accept to forward the eprint, log in to Organic Eprints and push “Accept the request". This window appears:

![Organic Eprints confirmation window]

Consider whether it is still necessary to have restrictions on the document, and if not, tick the box. Click “Confirm” whether you tick the box or not.
This window appears:

The user, who has requested the eprint, will receive an email like this:

```
Result of request for "Effects on weeds of management in newly converted organic crop rotations in Denmark"

Your request for the following item has been accepted:

Please find the requested document attached

T9D4.pdf
```

If you do not accept to forward the eprint, log in to organic Eprints and press “Reject the request”. This window appears:

Enter a reason why you do not wish to forward the copy, and press “Confirm”.

The user will receive an email like this:

Organic Eprints eprints@orgprints.org

Your request for the following item has been rejected:


It may not always be straightforward to provide full text. Your local library may also be able to help you. For more general queries you may also contact the administrator.

The following reason was given: