

Microfilm Order Form

Warwickshire County Record Office

Order No	
Taken By	

The positive microfilm that we supply is black and white continuous 35mm film. Suitable microfilm readers are usually available in larger public or university libraries and many record offices. Completion of orders may take up to 3 months. Please note: there are circumstances where we may not be able to provide you with a microfilm service. Please check with us.

Duplicate copy of existing microfilm: £75.

Making a new microfilm and supplying a positive copy:
50p per frame of microfilm plus £70. (Minimum number of frames 20)
(i.e. £10) This includes the film, developing and processing for one reel.
If additional reels are needed we will advise you on extra charges. Upon receipt of details of your requirements we will provide you with a quotation. Orders must be paid for in advance. Payment can be made either by cheque, payable to Warwickshire County Council, or by credit/debit card by telephoning 01926 73 89 59 (minimum payment £3.00). We accept Visa, Mastercard, Maestro and Solo cards only. All prices include VAT.

When documents require conservation or unusual preparation prior to filming a surcharge may be required. Fortunately, this is unusual and you will be advised accordingly.
 Postage and packing in the UK is **£3.50** for the first reel of film. For any other destination please ask.

Document Reference	Description	Charge
		UK P & P £3.50
Sent by post <input type="checkbox"/> Collection from Reception <input type="checkbox"/>		Total
<div style="border: 2px solid black; padding: 5px;"> <p>Please ensure that you read, sign and date the important Copyright Declaration overleaf. Your signature signifies that you have agreed to its contents. Orders <i>will not</i> be accepted without this being completed.</p> </div>		Invoice No
		Date Paid

Signature:	Date:
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Name _____ CARN Number (If registered) _____
 Address _____
 Telephone _____ Email _____

Copyright Declaration

I understand that microfilm of the items listed on this form have been supplied subject to current legislation:

Copyright

1. I declare that :-

a) I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.

b) I will not use the copy except for research for a non-commercial purpose or private study and I will not supply a copy of it to any other person.

c) [Document]: To the best of my knowledge the work has not been published before it was deposited in your archive and the copyright owner has not prohibited copying of the work; and

d) [Published works]: To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

2. I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringed copy and that I shall be liable for infringements of copyright as if I had made the copy myself.

Any further reproduction or commercial use of the microfilm can only be made following written consultation with the Head of Heritage and Culture (Archives). [Note: posting this material on the Internet on blogs, social networking sites etc also counts as publication]

Data Protection

My research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of these data while he or she is alive or likely to be alive (assuming a life span of 100 years).

I shall not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller.

I understand that I shall become responsible for compliance with the Data Protection Act 1998 in relation to any processing by me of personal data obtained from the above records.

How your information may be used: The information you provide will be used to process your order. Please see our Privacy Notice relating to orders for more information. The Privacy Notice is displayed in our search room and can also be found on our website here: <http://heritage.warwickshire.gov.uk/warwickshire-county-record-office/county-record-office-services/county-record-office-copying-services/>.

Signature _____

Date _____

