Warwickshire County Record Office

Reader Printer Copy Order Form

Enter your order no. here	
Payment made (staff use only)	4

To: Warwickshire County Record Office, Priory Park, Cape Road, Warwick, CV34 4JS.

Please supply me with a copy of the whole or stated part of the work(s) listed below required by me for the purpose of research or private study.

		Staff Use
Reference or Title	Page or Item No.	No. of copies
Handling charges: 1-10 images £2.50; 11-50 images £5.00; 51+ images £15.00		
	Total Cost :	

Self-service copies are £1.00 each. Orders by post cost £2.50 each plus handling charge. Please note: no refunds will be supplied for orders that cannot be found on the film/fiche. Payment can be made online (a link will be sent to you), or either by cheque, payable to Warwickshire County Council, or by credit/debit card by telephoning 01926 73 8959. We accept Visa, Mastercard, Maestro and Solo cards only.

Please ensure that you read the important <u>Copyright Declaration</u> overleaf. Your signature signifies that you have agreed to its contents.

Orders *will not* be accepted without this being completed.

Name	(BLOCK CAPITALS)
Address	
Telephone	Seat No
Signature	Date

Copyright Declaration

I understand that copies 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.

[Note: no photocopies of Ordnance Survey maps less than 50 years old may be made for professional or business use, or for the purpose of planning applications]

- 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 photocopies 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.

<u>How your information may be used</u>: 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/.