

Digital Order Form

Warwickshire County Record Office

Order No	
Taken By	

We can only scan originals up to **A3 (29 x 43cm / 11¼" x 17")** and transparent originals e.g. negatives up to **11 x 26.5cm / 4¼" x 10½"**.

The cost for the first scanned image is **£10, this includes CD and postage**. **Subsequent images are £5.00 each**. All prices include VAT. The image(s) can only be supplied on CD. We are able to email reduced file size for the same prices. Postage and packing for non UK destinations please ask.

If a specific file format is required e.g. JPG, BMP, TIF or you have a limit to the file size please indicate this.

All orders must be **paid for in advance**. Orders are normally completed within 4 weeks. **If you intend to publish the images** in any form, including electronic media, separate **written permission is required**. A scale of reproduction fees is available.

Document Reference	Description	Size of Original	Format or Size	Charge
				10.00 includes CD and P&P
				5.00

post collection email

Total

Invoice No

Date Paid

Taken by...

Please ensure that you read the important **Copyright Declaration** overleaf.
Your signature* signifies that you have agreed to its contents.
Orders *will not* be accepted without this being completed.

Signature*		Date	
-------------------	--	-------------	--

Name _____ CARN Number _____
 Address _____
 Telephone _____ Email _____

Copyright Declaration

I understand that digital images 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 digital images can only be made following written consultation with the Head of Archive Service.

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.

It is the responsibility of Warwickshire County Council to act as Data Controller of the information supplied on this form according to principles laid out in the Data Protection Act 1998. This information is required for our own business purposes and will not be disclosed to other parties. It provides Record Office staff with contact details and a record of items for which digital orders have been requested.