

# DIGITAL PHOTOGRAPHY

## Order Form

Warwickshire County Record Office

Order No	
Taken By	

We have a service to photograph original documents that are not suitable for scanning (**over A3 29 x 43cm / 11¼" x 17" or fragile**).

The cost for each photographed image is **£11.50**. **The image(s) can only be supplied on CDs which are £5.00 each. Postage & packaging is £1.50p.** All prices include VAT. We are able to email image files at a reduced file size for a handling fee of £5.00. Postage and packing for non-UK destinations please ask.

If you have a particular end use or specification in mind please discuss your requirements with us.

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	Cost	Charge
			11.50 (each)	
			<b>Sub Total</b>	
	CD (each). (Note: more than one may be required depending on the number of images)		<b>£5.00</b>	
	Postage & packaging		<b>£1.50</b>	

post  collection  email

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.

<b>Total</b>	
<b>Invoice No</b>	
Date Paid	
Taken by	

<b>Signature*</b>		<b>Date</b>	
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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 Heritage and Culture (Archives).**

## 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: We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy. Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct. If you would like further information, visit our website: [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy); or contact our Customer Service Centre at Warwickshire County Council, Shire Hall, Warwick, CV34 4SA; Telephone: 01926 410410

