

## REPROGRAPHICS ORDER FORM

### (1) Complete the following Copyright Declaration (please write clearly):

To comply with the Copyright Act 1988, I declare that:

- a) I have not previously been supplied with a copy of the same material by you or any other archivist.
- b) I will only use the copy for research for a non-commercial purpose or private study and will not supply a copy of it to any other person.
- c) *For 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.  
*For unpublished works* - To the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited the copying of this material.

Should I wish to publish these copies or any part of them I shall obtain the permission of the copyright holder(s). I understand that if this declaration is false in a material particular, the copy supplied to me by you will be an infringing copy, and that I shall be liable for infringement of copyright as if I had made the copy myself.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Tel: \_\_\_\_\_  
\_\_\_\_\_

*In accordance with the provisions of the Data Protection Act (1998) I understand that the personal data I have supplied above will be kept within Churchill College and I accept that this data may be used for administrative purposes within the terms of the Data Protection Act.*

---

### (2) Identify the material you would like to copy and discuss with duty staff the best method of obtaining the copies (they will advise of any restrictions):

<b>Photocopying from archive collections:</b>	
-up to 20 copies from any one file (up to A3 size)	<b>50p per copy</b>
-for each additional copy over 20	<b>£1.00 per copy</b>
<b>Photocopying from library books :</b>	<b>15p per copy</b>
<b>Printout from microfilm:</b>	<b>15p / A4 copy</b>
<b>Self service photography (including digital):</b>	<b>£1 per day, per camera [including VAT]</b>

Please ask staff for details of how to obtain copies of photographs from archive collections.

**All orders subject to postage and packing and VAT where applicable (including postage and packing)**

**A minimum charge** of £2.50 will be made on orders not placed in person.

An additional charge may be necessary to cover orders that are large, or difficult to process, or for orders that are required urgently (although every effort is made to complete orders as quickly as possible).

Orders greater than 200 copies will not routinely be undertaken and will usually incur a handling fee.

Postage will be **second class** within UK and **air mail** for overseas orders unless 1st class/ surface mail is requested at time of order. Under the new Royal Mail pricing system copies of 10 or below will be sent folded as 'Letter format', and orders over 10 copies will be sent where possible as large letter format or 'printed papers'. Please ask staff if you are at all unsure what the postage costs will be.

<b>Doc. Reference</b>	<b>Description of document &amp; date.</b>	<b>Method of copying</b>
<i>e.g. CHAR 20/15/13</i>	<i>e.g. Telegram from FDR to WSC, 5/10/39</i>	<i>e.g. from archives, books, microfilm, digital.</i>

**The Archives Centre will not copy anything unless it is listed on this form, and reserves the right to refuse to copy items on conservation grounds. Charges will be made as set out on this form - please check your order before submitting it.**

*Thank you for your order.*

**For staff use only:**

Completed copies:      Copies sent/collected:      Total costs: \_\_\_\_\_ Paid:

Date of completion: \_\_\_\_\_ Staff initials: \_\_\_\_\_

## PAYMENT DETAILS

Please indicate method of payment below:

**CREDIT CARD** (We can accept VISA, MasterCard or SWITCH)

**Date:** \_\_\_\_\_

**Cardholder name and initials, as on card:** \_\_\_\_\_

**Address and postcode:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Card Number:**

\_\_\_\_\_

**Last 3 digits of security code** (on back of credit card, above signature): \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_ **Issue Number** (for SWITCH cards): \_\_\_\_\_

**Contact Tel.:** \_\_\_\_\_

Credit card details shall only be held on file for the duration of this order and will not be used for any other purpose.

**CHEQUE** (In £ sterling only, made payable to 'Churchill College'.)

You will be invoiced for the appropriate amount and payment will be required prior to delivery of copies. Payment may also be made by BACS transfer or Direct Debit - please contact the Archives Centre for more details.

**FOR OFFICE USE ONLY**

Staff Name: \_\_\_\_\_

Detail to appear on invoice: (Blackbaud code 01-K620-FGE-00)	Net	VAT	Total
<b>Postage &amp; Packing</b>			
<b>Total:</b>			

Finance Office Use Only

Sales Invoice Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Raised: \_\_\_\_\_

Month Posted: \_\_\_\_\_

Given to: \_\_\_\_\_