



User Reg No **R/08/**

**Archive and Local History Service
Copying Service Order Form for Unpublished Copyright Works**

COPYRIGHT DECLARATION

Please supply me with a copy of the published items specified overleaf by me for the purposes of private study of research. **I declare that:**

- 1 I have not previously been supplied with a copy of the same material by you or any other librarian, archivist or curator.
- 2 I will not use the copy except for research for a non commercial purpose or private study and will not supply a copy of it to another person.
- 3 To the best of my knowledge the copyright owner has not prohibited copying of the work.

I understand that if the 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

Address

.....

..... Tel

Signature* Date

*This must be the personal signature of the person making the request. A stamped or typed signature of an agent is not acceptable. Any one ordering copies on behalf of another person must obtain that person's signature on this form.

Delivery - Photocopy orders placed in person in the searchroom will normally be available for collection by 12 pm, 3 days later (subject to size of order and other work in hand). Photocopying orders placed by post will be processed within 5 working days after receipt of payment. Photographic and plan copying orders will normally be supplied within 21 days after receipt of payment. You will be advised if it is likely to take longer than these stated times. A surcharge for urgent orders may be imposed.

I will **COLLECT** the order on (date)

or, please **POST** the order to me at the above address

(Please specify if you wish to pay for the order to be sent by any special postage method)

FOR PLAN COPIES send rolled or, send folded

PLEASE TURN OVER

