



# Copyright Declaration (Ordinary Photocopy)

## Copyright Declaration and Order Form

1. Please supply me with a copy of the item[s] listed overleaf required by me for the purposes of research or private study.
2. 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 or private study and will not supply a copy of it to any other person, unless prior written permission has been obtained from Head of Collections, Northumberland Archives.
  - (c) 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.
  - (d) (If the work is unpublished) to the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.
3. 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:	†Signature:
Address:	
	Email:
Tel:	Date:

† This must be the personal signature of the person making the request. A stamped or typewritten signature, or the signature of an agent is NOT acceptable.

### Photocopies From Documents.

**\* A 10% handling charge is added to orders in excess of £10.00**

Providing that the size and condition of documents allows photocopies can be provided at the following charges:  
 A4.....60p per sheet    A3.....60p per sheet

*Please see Reprographics Price List for Postal Charges*

**Please make all cheques payable to Northumberland Archives.**

### Express Service

Photocopies can sometimes be provided while the client waits. The request is up to a maximum of 10 copies, the following charges apply:

A4.....£1.20 per sheet      A3.....£1.20 per sheet

### Staff use only

Total no. of copies	.....	To Send / To Collect / Express Order
Cost	.....	To pay for / Paid .....
Postage	.....	Receipt number: .....

Total cost

.....

*Initials*

.....

Please give **EXACT REFERENCE** of each document / part document to be copied, including page numbers if appropriate.

N.B. Requests for copies from Ordnance Survey maps should be submitted on the Large / Colour / Digital form.

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Please give details of request below.

**General Data Protection Regulations 2018: The personal details recorded on this form will be permanently retained by Northumberland Archives solely in connection with your request for copies and associated copyright and will not be disclosed to a third party without the consent of the individuals concerned. Our full Privacy Notice is available at [www.northumberlandarchives.com](http://www.northumberlandarchives.com)**

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