

## 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  - (d) (If the work is unpublished) to the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited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:
	Date:
Tel:	

† 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.

*Estimated orders incur a handling charge of 20 %*

Providing that the size and condition of documents allows photocopies can be provided at the following charges:

A4 & A3.....60p per sheet

Postal Charges. [1 A3 sheet = 2 A4 sheets]

Number of copies	UK	Europe	Elsewhere
1-8	£3.75	7.00	£8.00
9+	£5.75	POA	POA

We have examined the document(s) concerned and assessed the cost of photocopying. Details have been noted on the reverse. Should you wish to proceed with this order please sign & date this form and return it to the Northumberland Archives, Woodhorn, Queen Elizabeth II Country Park, Ashington, Northumberland NE63 9YF.

Cheques should be made payable to Northumberland Archives. If you wish, an invoice can be provided. Please contact [archives@northumberland.gov.uk](mailto:archives@northumberland.gov.uk) to arrange this.

Document Reference	Details of copy required	A4	A3	Price
<b>Cost of Photocopies</b>				
<b>20 % handling charge (photocopies only)</b>				
<b>Approximate postage</b>				
<b>Total cost</b>				
<input type="checkbox"/> Payment enclosed <input type="checkbox"/> Invoice required <input type="checkbox"/> [tick as appropriate]				

**Please strike out any items which you do not want photocopied.**

**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 individuals concerned. Our full Privacy Notice is available at [www.northumberlandarchives.com](http://www.northumberlandarchives.com)