

Lambeth Palace Library

Reprographic Services



Photocopies & Microfilm Prints



London SE1 7JU
Tel: +44 (0) 20 7898 1400
Fax: +44 (0)20 7928 7932
www.lambethpalacelibrary.org
lpl.staff@c-of-e.org.uk

PLEASE COMPLETE & SIGN

Name (Block capitals) Mr/Mrs/Miss/Ms/other _____

Address _____

Telephone _____ Fax _____

E-mail _____

Signature of applicant _____ 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.

AGREEMENT

I **AGREE** to the conditions governing the provision of reprographic services by Lambeth Palace Library. 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.

I **undertake that the copies listed below will be used only for private study or research.** I will not supply a copy of them to any other person. I have not previously been supplied with a copy of the same material by you or any other librarian. To the best of my knowledge no other person with whom I work or study had made, or intends to make at about the same time as this request, a request for substantially the same purpose.

If these copies are required for publication or any form of reproduction, I have given or will give full details on the separate *Application for Permission to Reproduce Images (Form 4)*:

Please tick if this applies

No reprographic work can be undertaken until the Library has received a completed and signed order form.

CONDITIONS

1. Bound MSS, fragile material and pre-1850 printed books may not be photocopied or scanned for preservation reasons. Digital photographs may be ordered. See Form 2: Digital Photography.
2. The Library reserves the right to refuse reprographic orders.
3. Although photocopies and printouts may be ordered during a personal visit, at busy times, or at the discretion of the Supervisor, the order may be completed later, and forwarded by post.
4. Payment amount will be determined by invoice; services will be provided upon receipt of full payment. Completion may take up to 4 weeks.
5. These services will be provided according to the provisions of current copyright law.

Form 1

Price list for Photocopies, Prints from existing Microfilm or Microfiche and Scans (black & white)

Photocopies (A4 or A3)/Scans by email

1st item per order £1.00
Subsequent sheets or scans £0.25 each

Up to 5 scans can be sent by email. Otherwise, photocopies will be sent.

Film/fiche Prints self service:

£0.25 each

Film/fiche Prints by post/Scans

1st item per order £5.00
Subsequent sheets or scans £1.00 each

Up to 5 scans can be sent by email. Please note that if **more than 5** scans are required they will be sent on CD and a postage and packing charge will apply.

Postage and packing (1st class) United Kingdom £3 Europe £5 World £7

Order Form

Please complete details for each volume or item

For Office Use Only

Photocopies Scans (max 5) Film/Fiche Prints Film/Fiche scans

Order received:

1. Reference _____ **folio/page ref** _____

Order taken by

Title or description _____

_____ (initials)

2. Reference _____ **folio/page ref** _____

Title or description _____

Signed?

Checked?

Invoice No.

3. Reference _____ **folio/page ref** _____

Title or description _____

Total

4. Reference _____ **folio/page ref** _____

£ _____

Title or description _____

Date paid:

Date completed:

5. Reference _____ **folio/page ref** _____

Title or description _____

Date required: _____

For other options please contact the Library direct. Please do not send payment until an invoice has been issued.