

Lambeth Palace Library

Reprographic Services



Digital Photography

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PLEASE COMPLETE & SIGN

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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.

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Please tick if this applies

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

CONDITIONS

1. Reprographic work will be provided only where compatible with preservation of the material.
2. The Library reserves the right to refuse reprographic orders.
3. Self-service photography is not permitted.
4. A3 size digital printouts may not be possible in some cases.
5. Email service is for jpegs only, and up to 5 images per order.
6. Payment amount will be determined by invoice; services will be provided upon receipt of full payment. Completion may take up to 4 weeks.
7. These services will be provided according to the provisions of current copyright law.

Form 2

Price List	Number of images	TIFF on CD or JPEG by E-mail		Prints (glossy or matt)	
		A4	A3	A4	A3
1 – 5		£15.00 incl. (maximum jpegs : 5)		£10 each	£13 each
Subsequent images		£5.00 each		N/A	
Subsequent from same volume		£2.50 each		N/A	
Plus P & P		UK		Europe	World
		Small	Large		
Recorded/signed for		£3.00	£4.00	£5.00	£7.00

Order Form	Please complete details for each volume or item	
For Office Use Only Order received: _____ Order taken by _____ (initials) <input type="checkbox"/> Signed? <input type="checkbox"/> Checked? Invoice No. _____ Total £ _____ Date paid: _____ Date completed: _____	1. Reference _____ folio/page ref _____	
	Title or description _____	
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Title or description _____		
Please select media format(s) <u>Electronic media:</u> <input type="checkbox"/> TIFFs on CD <input type="checkbox"/> JPEGs by e-mail (max 5) <u>Prints:</u> <input type="checkbox"/> A4 Prints <input type="checkbox"/> A3 Prints <input type="checkbox"/> Matt <input type="checkbox"/> Glossy		Date required: _____ For other options please contact the Library direct. COMPLETION MAY TAKE UP TO 4 WEEKS. Please do not send payment until an invoice has been issued.