

# Lambeth Palace Library

## Reprographic Services



### Digital Photography

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#### PLEASE COMPLETE

Name (Block capitals) Mr/Mrs/Miss/Ms/other \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

*By completing this form you are declaring your agreement to the conditions outlined below.*

#### 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.

Please tick to confirm agreement

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Please tick if this applies

#### CONDITIONS

1. Reprographic work will be provided only where compatible with preservation of the material.
2. The Library is unable to carry out detailed research to establish which images are required. In particular, if relevant reference codes for items are not given the Library may be unable to carry out the order.
3. The Library reserves the right to refuse orders. However, please note that copies may be made in the Reading Room via self-service digital photography where appropriate.
4. Payment amount will be advised and services provided upon receipt of payment. Invoices will only be provided if requested. Completion may take up to 4 weeks.
5. These services will be provided according to the provisions of current copyright law.
6. Any personal data relating to your enquiry will be used only for the administrative purposes of the Library, and stored in accordance with the EU General Data Protection Regulation 2016 and the Data Protection Act 2018. It will not be passed on to third parties.

**Form 2**

**No reprographic work can be undertaken until the Library has received a completed order form**

## High quality images

These images are suitable for detailed research purposes and for reproduction.

TIFFs/ JPEGs

£14.40 each (inc. VAT)

£12.00 each (exc. VAT)

Prices are exclusive of VAT for business customers based outside the EU.

Images will be sent via internet or email, depending on the number and size of the files.

For publication please also complete an application form for permission to reproduce images.

## Standard quality images

These PDF images are suitable for basic research purposes but not for reproduction because of their format and size. We provide standard quality images from microfilm where it exists.

PDFs

1<sup>st</sup> item per order £8.40 (inc. VAT)

£7.00 (exc. VAT)

Subsequent images £1.20 each (inc. VAT)

£1.00 each (exc. VAT)

*Please note that the facility is also available on site to save images from microfilm/microfiche (where this exists) to your own memory stick free of charge.*

### For Office Use Only:

Scans/prints from microfilm offered?

Order received:

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Order taken by

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Checked?

Openings or

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Total

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Date paid:

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\_\_\_\_\_

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Please complete details for each volume or item.

We are unable to carry out detailed research to establish which images are required, so please give the relevant reference code or shelf mark.

1. Reference \_\_\_\_\_ folio/page ref \_\_\_\_\_

Title or description \_\_\_\_\_

2. Reference \_\_\_\_\_ folio/page ref \_\_\_\_\_

Title or description \_\_\_\_\_

3. Reference \_\_\_\_\_ folio/page ref \_\_\_\_\_

Title or description \_\_\_\_\_

4. Reference \_\_\_\_\_ folio/page ref \_\_\_\_\_

Title or description \_\_\_\_\_

5. Reference \_\_\_\_\_ folio/page ref \_\_\_\_\_

Title or description \_\_\_\_\_

Please note:

-There is a limit of 40 scans per order and acceptance of orders is at the discretion of staff, subject to capacity.

-Completion may take up to 4 weeks from date of payment.

-Please do not send payment until the amount has been confirmed.