

Lambeth Palace Library

Reprographic Services



Digital Photography

London SE1 7JU
Tel: +44 (0) 20 7898 1400

www.lambethpalacelibrary.org
archives@churchofengland.org



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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.

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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 UK General Data Protection Regulation 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 UK.

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

1st item per order £8.40 (inc. VAT)

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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?

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Checked?

Openings or

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Payment Ref No.

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Title or description _____

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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.