**AGREEMENT**

I AGREE to the conditions governing the provision of reprographic services by Church of England Record Centre. 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.

**CONDITIONS**

1. Reprographic work will be provided only where compatible with preservation of the material.
2. CERC is unable to carry out detailed research to establish which images are required. In particular, if relevant reference codes or shelf marks for items are not given CERC may be unable to carry out the order.
3. CERC reserves the right to refuse reprographic orders.
4. Payment amount will be advised and services will be provided upon receipt of full 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 Record Centre, 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 CERC has received a completed order form.
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These images are suitable for detailed research purposes and for reproduction.

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

- **TIFFs/□JPEGs**

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

- £14.40 each

### Standard quality images/photocopies

These images are suitable for basic research purposes but not for reproduction because of their format and size.

- **PDFs**
- **Photocopies**

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- 1st item per order £8.40
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**Order Form**

For Office Use Only

- **☐ Scans/prints from microfilm offered?**

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- **☐ Checked?**
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Payment Ref No. ____________________

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Please complete details for each volume or item.

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1. Reference____________________ folio/page ref_______________________

Title or description__________________________________________________

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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__________________________________________________

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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.
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