

Church of England Record Centre

Reprographic Services

Photocopies & Scans

15 Galleywall Road
South Bermondsey
London
SE16 3PB
archives@churchofengland.org

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 The 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.

I **undertake** to ensure that I will not process any personal data contained within these copies in a way that contravenes the Data Protection Act 2018.

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 Record Centre has received a completed and signed order form.

CONDITIONS

1. The format of some categories of material may not be suitable for photocopying or scanning, in which case digital photography may be an alternative option; see form 2: Digital Photography.
2. The Record Centre 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 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 from payment.**
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 1

Price list for Photocopies and Scans

Photocopies/Scans via Sharefile requested in the Reading Room	1 st item per order	£1.20
	Subsequent sheets	£0.90 each

A maximum of 100 copies can be made per request.

Postage and packing (1st class; signed for): **United Kingdom** £4 **Europe** £9 **World** £12

Order Form

For Office Use Only

Order received:

Order taken by

_____ (initials)

Signed?

Checked?

Openings or

Single shots

Tracked?

Payment Ref No.

Total

£ _____

Date paid:

Date completed:

Completed by

_____ (initials)

Please complete details for each volume or item

Photocopies **Scans**

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 _____

Please note:

- There is a **limit of 100 copies 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.
- Prices are inclusive of VAT. For customers based outside the EU, a discount of 20% may be applicable.
- Please do not send payment until the amount has been confirmed.

Date required: _____