**Cumbria Archive and Library Service**

COPY ORDER FORM AND COPYRIGHT DECLARATION 

1 April 2018

**If you are requesting copies of documents or microform print-outs, you will be asked to complete this photocopy order form and copyright declaration. We will be unable to supply you with the copies you require until payment and a completed form has been received (notes of charges appear on the order form).**

DECLARATION

I declare that in ordering copies:

1. I have not previously been supplied with a copy of the same material by you or any other archivist or librarian.
2. I will not use the images or copies except for non-commercialresearch or private study and will not supply a copy of it to any other person.
3. FOR UNPUBLISHED MATERIAL ONLY: To the best of my knowledge the work has not been published before the document was deposited in the Cumbria Archive Centre/Library and the copyright owner has not prohibited copying of the work.
4. FOR PUBLISHED MATERIAL ONLY: To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
5. I declare that the image or photocopy will not be altered, transmitted or mounted on an inter or intranet, and that it will not be further copied.
6. I understand that if this declaration is false in a material particular the image made by me or 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.

Name…………………………………….. Signature\*……………………………………..

Address………………………………….. Date…………………………………………….

……………………………………………. *(\* Signature can be word-processed)* …………………………………………….

…………………………………………….

Phone No………………………………… E-mail …………………………………………..

**IMPORTANT NOTE**

Not all archives are in copyright (in which case the terms set out above will not apply) but this declaration must be signed as a precautionary measure.

Both original records and printed books are protected by copyright. In accordance with the terms of Copyright, Designs and Patents Act 1988, the Copyright and Related Rights Regulations 2003, and the Copyright and Rights in Performances (Research, Education, Libraries and Archives) Regulations 2014, the Cumbria Archive and Library Service can only supply one copy of an item in copyright and a ‘reasonable amount’ (normally up to 5%) of a published work in copyright for ‘fair dealing’ purposes and only for private and non-commercial research. If you wish to reproduce or publish material in copyright then you must obtain permission from both the owner of the copyright and also (in the case of original records) from the owner of the record. Please ask staff for further advice.

If you publish records, you should acknowledge the Archive Centre/Library and quote the reference of the document. The correct titles of the Archive Centres are: Cumbria Archive and Local Studies Centre (Barrow), Cumbria Archive Centre (Carlisle), Cumbria Archive Centre (Kendal), Cumbria Archive and Local Studies Centre (Whitehaven), Local Studies Library, Kendal

**There are a range of charges for publication and exhibition of documents depending on whether it is for local history or commercial use; please enquire for further details.**

**COPY ORDER FORM**

All charges for postal, email and telephone orders are calculated to include a cost for the time taken to locate and copy material, calculated on a pro rata basis of £49.00 per hour plus postage and packing. The minimum charge for orders by post will be £12.25 per 15 minutes plus postage and packing (free UK, overseas at Royal Mail charges).

**Cheques and Money Orders (in £ Sterling) should be made payable to: *Cumbria County Council***

If you are ordering copies by post it may not always be possible to provide an accurate quote for the price of an order in advance. Once your work has been completed, staff will notify you of the total cost of your order (copies, postage at £1 UK, £3 overseas, and staff time) and once payment has been received your copies will be sent.

Document reference:

Description of document:

FOR STAFF USE only

CHARGES DATE

COPIES \_\_\_\_\_\_\_\_ COMPLETED \_\_\_\_\_\_\_\_\_

POSTAGE \_\_\_\_\_\_\_\_ INVOICE SENT \_\_\_\_\_\_\_\_\_

DURATION OF JOB \_\_\_\_\_\_\_\_ JOB NO. \_\_\_\_\_\_\_\_\_

COST OF STAFF \_\_\_\_\_\_\_\_ MONEY RECEIVED \_\_\_\_\_\_\_\_\_

TIME COPIES POSTED/ \_\_\_\_\_\_\_\_\_

TOTAL COST \_\_\_\_\_\_\_\_ COLLECTED

CHARGES

**Photocopies** (per sheet): A4, 20p; A3, 30p; Cumbrian Schools, 20p. Reader printer (per sheet): A4, 65p; A3, 80p; Digital microfilm scanner (per A4 sheet): Black and white, 10p, colour, 20p. **Charges for orders by post**: Minimum £12.25 per 15 minutes plus copy costs and postage costs (free UK, overseas at Royal Mail charges), thereafter staff time on a pro rata basis of £49.00 per hour. **Standard Scanning Service** (small/simple orders): £5 (5 mins/10 scans), includes emailing to researcher. **Specialist Digitisation service** (larger/more complex orders): Minimum £12.25 per 15 minutes and thereafter staff time on a pro rata basis of £49.00 per hour, includes emailing to researcher.