

Church of England Record Centre

Reprographic Services



Digital Photography & Photocopies

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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 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.

Please tick to confirm agreement

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

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.

Form 2

No reprographic work can be undertaken until CERC has received a completed order form

High quality images	Standard quality images/photocopies
<p>These images are suitable for detailed research purposes and for reproduction.</p> <p>For publication please also complete an application form for permission to reproduce images.</p> <p><input type="checkbox"/> TIFFs/<input type="checkbox"/>JPEGS</p> <p>Images will be sent via internet or email, depending on the number and size of the files.</p> <p style="text-align: center;">£12.00 each</p>	<p>These images are suitable for basic research purposes but not for reproduction because of their format and size.</p> <p><input type="checkbox"/> PDFs <input type="checkbox"/> Photocopies</p> <p>Images will be sent via internet or email, depending on the size of the file. Photocopies will be posted. Additional P&P is charged: UK £4, EU £9, World £12</p> <p>1st item per order £7</p> <p>Subsequent images £1.00 each</p>

<p>Order Form</p> <p>For Office Use Only</p> <p><input type="checkbox"/> Scans/prints from microfilm offered?</p> <p>Order received: _____</p> <p>Order taken by _____(initials)</p> <p><input type="checkbox"/> Checked?</p> <p><input type="checkbox"/> Openings or</p> <p><input type="checkbox"/> Single shots</p> <p><input type="checkbox"/> Tracked?</p> <p>Payment Ref No. _____</p> <p>Total £ _____</p> <p>Date paid: _____</p> <p>Date completed: _____</p> <p>Completed by _____(initials)</p>	<p>Please complete details for each volume or item.</p> <p>We are unable to carry out detailed research to establish which images are required, so please give the relevant reference code or mark the pages using red slips when consulting the material.</p>
	<p>1. Reference _____ folio/page ref _____</p> <p>Title or description _____</p>
	<p>2. Reference _____ folio/page ref _____</p> <p>Title or description _____</p>
	<p>3. Reference _____ folio/page ref _____</p> <p>Title or description _____</p>
	<p>4. Reference _____ folio/page ref _____</p> <p>Title or description _____</p>
	<p>5. Reference _____ folio/page ref _____</p> <p>Title or description _____</p>
<p style="text-align: center;">Please note that there is a <u>limit of 50 scans per order</u> and acceptance of orders is at the discretion of staff, subject to capacity</p> <p style="text-align: center;">COMPLETION MAY TAKE UP TO 4 WEEKS FROM THE DATE OF PAYMENT</p> <p>For other options please contact CERC direct. Please do not send payment until the amount has been confirmed</p>	