

THE RECORD OFFICE FOR LEICESTERSHIRE, LEICESTER & RUTLAND

MICROFICHE SERVICE

Your ref :

My ref :

Tel :

Ext :

Please ask for :

TO ORDER

Please note that the majority of registers are covered by more than 1 microfiche. **Complete the section overleaf giving precise details of each microfiche required** i.e. : name of parish, accession number and 'fiche number. We will automatically supply 'fiche of a whole register for a small parish unless detailed 'fiche numbers are given. Staff will use their discretion in cases where a register consists of large numbers of 'fiche. You may be asked to obtain the permission of the incumbent before we are able to process your order. Staff on duty will be able to advise you if this is necessary, and supply you with a standard letter for this purpose.

Orders can only be processed when sufficient microfiche requests have been received by the Record Office and therefore a delay of several weeks may be experienced.

CHARGES

The cost of each 'fiche is **£3.50** the minimum order is 5 'fiche plus p&p.

An invoice will be sent with your completed order except in the case of those sent overseas, when copies will be despatched once payment of the invoice is received.

CONDITIONS

1. The Record Office will only proceed with an order on the condition that full details of the 'fiche required have been given, and reserves the right to hold back or return any orders where incorrect references have been given or correct payment has not been received.
2. All microfiche reproductions are supplied on the strict understanding that the purchaser will comply with all aspects of current copyright law. In particular, an individual may obtain only one copy of any authorised item, and may not copy, duplicate or reproduce any copy lawfully supplied.
3. All requests for permission to reproduce or publish, or for multiple copies, must be made in a separate letter submitted with this form or subsequently. It is important to note that, in the case of much of the material in the Record Office in particular, the copyright is held by the depositor of the records and not by the Service, so it may take time for us to obtain permission for reproduction from the copyright owner, and researchers, authors, etc. should allow themselves a minimum of one month for this.
4. For the benefit of future researchers, it is a further condition that the sources of any quotations or authorised reproductions from copies of documents supplied be properly and fully identified in both published and unpublished (e.g. student theses and dissertations) works, quoting the appropriate catalogue or other reference numbers, as indicated by the appropriate member of the professional staff.

STAFF USE ONLY

Order completed : Cost : 'Fiche Postage Paid/unpaid

