

THE RECORD OFFICE FOR LEICESTERSHIRE, LEICESTER & RUTLAND

PHOTOGRAPHIC SERVICES ORDER FORM AND DECLARATION

POSTAGE, packing and administration : **£3.50** per order (second class UK or overseas surface mail only - first class, airmail, registered or insured post etc. : extra at cost).

V.A.T. : All charges are inclusive of V.A.T. at the current rate.

PAYMENT : Payment must be made with this order or on receipt of a pro forma invoice.

Cheques payable to '**Leicestershire County Council**'.

Mail order transactions will incur an additional cost of **£1.00** if payment is by debit/credit cards.

PHOTOGRAPHIC SERVICES REQUESTED (block capitals please)

For details of services and charges see overleaf.

DESCRIPTION	TYPE OF PRINT (B&W or COLOUR)/ TRANSPARENCY	MATT/ GLOSS/ SEPIA	NEGATIVE NUMBER	SIZE	COST
PLUS POSTAGE ETC.					
TOTAL :					

I wish to collect the copies/receive them by post (delete as necessary).

To : The Record Office for Leicestershire, Leicester & Rutland

(NB see notes on Copyright and Reproduction overleaf)

Please supply me with a copy of the item(s) listed above, required by me for the purpose of research or private study. I declare that :

- (a) I have not been supplied with a copy of the same material from any other source.
- (b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person.
- (c) (Unpublished photographs only) to the best of my knowledge the work has not been published and the copyright owner has not prohibited copying of the work.
- (d) (Published photographs 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.

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.

*Signature Date

Full name (block capitals)

Full address (block capitals)

..... Post code Tel

* 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. An agent who orders copies on behalf of a third party must obtain that person's signature to this declaration.

THE RECORD OFFICE FOR LEICESTERSHIRE, LEICESTER & RUTLAND

PHOTOGRAPHIC SERVICES INFORMATION

CHARGES :

POSTAGE, PACKING, V.A.T. etc. (see overleaf)

Black & white prints

8 x 6 ins	£6.00	16 x 12 ins	£11.00
10 x 8 ins	£7.25	20 x 16 ins	£16.00
12 x 9½ ins	£8.50	24 x 20 ins	£17.50

Larger sizes quoted on request. Sepia toning at twice the above rates. Where a new negative and/or copying will require significant time an additional charge may be made. Discounts available for quantity.

Colour prints, copy transparencies and new transparencies are available and will be quoted for on request.

N.B. An additional charge of **£5.00** will be added to the cost of each print if a negative is not in existence. The negative(s) will remain in the possession of the Record Office.

LOCATION PHOTOGRAPHY OR FILMING - please enquire.

COPYRIGHT AND REPRODUCTION: NOTES AND CONDITIONS

1. Copyright in all negatives, transparencies and prints created by or for Leicestershire County Council is owned by the Council. Negatives, transparencies etc. created in the course of meeting customers' orders will be retained by the Record Office.
2. Separate copyrights may exist in the items photographed (including photographs of which copies are supplied). These copyrights may be owned by the County Council or by other persons or bodies.
3. All photographs are supplied on the strict understanding that the purchaser or hirer will comply with all aspects of current copyright law. In general an individual may obtain one copy of any item for research and private study only, and may not further copy, publish or reproduce any copy lawfully supplied without permission from the copyright owner.
4. All requests for permission to reproduce photographs supplied by the County Council must be made on a separate form. The Council will normally require a reproduction fee or a copy or copies of the work to be produced, as appropriate. Reproduction from 35mm transparencies supplied by the Council is not permitted other than in exceptional circumstances and with prior permission.
5. These notes are offered for guidance only and are not an authoritative statement of the law. While staff of Leicestershire County Council may offer advice and assistance, this is without liability and full responsibility for determining the ownership of any copyright (other than that owned by the Council) and obtaining permission to use copyright material rests entirely with the prospective user.