



Digital Photography Order Form

Name:

Address:

..... **Postcode:**

Tel:

Email:

Office Use Only	
Date:	
Order taken by:	
Date photographed and by whom:	
Total cost:	
Paid to collect	

Please supply me with the copy/copies detailed overleaf, required by me for the purposes of research or private study

I declare that-

- (a) *I have not previously been supplied with a copy of the same material by Glamorgan Archives or any other library or archive;*
- (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: and*
- (c) *to the best of my knowledge the work had not been published before the document was deposited in the Glamorgan Archives and the copyright owner has not prohibited copying of the work (**unpublished work**)*

or

- (c) *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 materials for substantially the same purpose (**published work or article**)*

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.

Signed:

Date:

Permission in writing is required for publication in any medium (including electronic)

Please write your order on the reverse of this form

Prices for digital photography, supplied either as hard copy printout or emailed

First image supplied = £5.00, each subsequent image £2.00

Please indicate format:

Hard copy

Email

Document reference	Description of document / Page no.	Subtotal
<i>Example: DXGC 263/2/1</i>	<i>War Letters: page 3</i>	
<i>Please make cheques payable to: Cardiff Council</i>		TOTAL:

Post to UK address = £1.00

Post to overseas address = £2.50

Data Protection Act (GDPR) 2018: the information which you have provided to the Glamorgan Archives will be used to process your request for copies and will not be passed to anyone else. This form will be destroyed six years after the current year and will be kept during this period for the purposes of audit.

April 2020