

## Nottinghamshire Archives – Commercial Reprographics and Research Services Order Form

**Your details: (we will only contact you about this order)**

**Name:** .....

**Address:** .....

**Email:** .....

**Telephone:** .....

**Details of request – Research / Reprographics or Certified copies (for legal purposes):**

Delete as appropriate: <u>Reprographics</u> - document reference number(s)  <u>Research</u> - Sources to be searched	<u>Reprographics / Certified copies</u> – document description (Including entry or page number(s) where known)  <u>Research</u> – Information sought (Including parish or area and dates to be searched) Please be as precise as possible	<u>Format</u> (reprographics orders only) Tick one only: • Email • Hard copy

**Research Orders** – please provide/enclose any additional relevant information eg. sources already searched. For genealogical enquiries, copies of **relevant** census returns and/or certificates are useful. For house/land history enquiries, a map showing the **exact** location of the property is essential.

**Limitations of service** - Records may be missing, damaged or difficult to read. Nottinghamshire Archives cannot be held responsible for any inadvertent errors or omission. Charges will still apply even if the result is minimal or negative, as a search has still been carried out.

## Charges: (please tick)

- Reprographics order – Total from quotation: £.....
- Research – Total from quotation: £..... Length of time requested .....
- Certified copy (for legal purposes) – per item: £.....
- Postage & handling (at cost): £.....  By email / Collect: **Free**  
(If you want to receive printed copies or printed research report)

**Total Paid (VAT inclusive where applicable)** £.....

## Payment method (pounds Sterling only):

- Debit / credit card – Online payment link (preferred)
- Cash – in person payments only - please do not post
- Cheque – please make payable to **Inspire**

**Orders may take up to 28 days to process once payment has been received**

## Copyright declaration:

Material which is in copyright can only be supplied on the following terms. If any of these is not met, then receiving the copies will infringe the Copyright Designs and Patents Act, 1988.

- I have not previously been supplied with a copy of the same material by any archive/library.
- I will not use the copy except for research and private study and will not supply a copy of it to any other person.
- For unpublished works, to the best of my knowledge the item has not been published before being deposited in your archive and the copyright owner has not prohibited its copying.
- For published works, so far as I know, no-one else with whom I work or study will also ask for a copy of the same material at this time.

Signature\* ..... Date .....

\*The copyright declaration must be signed either **by hand** or **with an electronic version of your handwritten signature**. Typed names are not acceptable as a signature.

## Data Protection:

Inspire: Culture, Learning and Libraries are collecting your personal data for the purposes of administering and accessing our reprographics and research services only.

Our full Privacy Notice detailing how we use and store your data can be found on our website at [inspireculture.org.uk/privacy](http://inspireculture.org.uk/privacy) or from our Data Protection Officer, [DataProtection@inspireculture.org.uk](mailto:DataProtection@inspireculture.org.uk)

<b>Staff use only</b>	Reference:		Total time taken:	
Date received:			Completion date:	