

## ORDER FORM AND RIGHTS DECLARATION FOR A COPY OF AN ARTICLE OR PART OF A PUBLISHED WORK

|                          |  |           |  |          |
|--------------------------|--|-----------|--|----------|
| <b>A CONTACT DETAILS</b> |  |           |  |          |
| Name                     |  | Telephone |  | Email    |
| Address                  |  |           |  | Postcode |

|   |      |   |                                |
|---|------|---|--------------------------------|
| <b>B PLEASE SUPPLY ME WITH A COPY OF THE FOLLOWING</b>  |      |   |                                |
| <b>ARTICLE(S) IN THE PERIODICAL(S) FOR THE PURPOSES OF RESEARCH AND PRIVATE STUDY OF A NON-COMMERCIAL NATURE</b>  |      |   | Type of copy<br>e.g. Photocopy |
| Reference No  | Date | Description – including name of the publication and author(s) |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |
| <b>PART(S) OF THE PUBLISHED WORK(S) FOR THE PURPOSES OF RESEARCH AND PRIVATE STUDY OF A NON-COMMERCIAL NATURE</b> |      |   | Type of copy<br>e.g. Photocopy |
| Reference No  | Date | Description – including name of publication and author(s)     |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |
|   |      |   |                                |

|                               |   |                                 |          |
|-------------------------------|---|---------------------------------|----------|
| <b>C POSTAGE / COLLECTION</b> |   |                                 |          |
| <i>Please tick</i>            | I will collect the copies at the reception desk. When ready, please contact me by | Telephone                       | Email    |
| <i>Please tick</i>            | I require copies to be sent to me by  | First Class Post                | Air Mail |
| <i>Please tick</i>            | I require digital copies  | As attachment (max 5 per email) | On CD    |

|             |  |   |  |
|-------------|--|---|--|
| Please tick | <input type="checkbox"/> Bury St Edmunds Record Office, 77 Raingate Street, Bury St Edmunds, Suffolk, IP33 2AR<br><input type="checkbox"/> Ipswich Record Office, Gatacre Road, Ipswich, Suffolk, IP1 2LQ<br><input type="checkbox"/> Lowestoft Record Office, Central Library, Clapham Road, Lowestoft, Suffolk, NR32 1DR | <b>Telephone</b> 01284 352352<br><b>Telephone</b> 01473 584541<br><b>Telephone</b> 01502 405357 | <b>Email</b> Bury.ro@libher.suffolkcc.gov.uk<br><b>Email</b> Ipswich.ro@libher.suffolkcc.gov.uk<br><b>Email</b> Lowestoft.ro@libher.suffolkcc.gov.uk |
|-------------|--|---|--|

## ORDER FORM AND RIGHTS DECLARATION FOR A COPY OF AN ARTICLE OR PART OF A PUBLISHED WORK

|   |                       |      |  |
|---|-----------------------|------|--|
| <b>D</b>  | <b>I DECLARE THAT</b> |      |  |
| <p>1. I have not previously been provided with a copy of the same material by any member of staff of a Library or Record Office</p> <p><b>2. I will not use the copy except for research for a non-commercial nature or private study and will not supply a copy of it to any other person</b></p> <p>3. 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</p> <p>I understand that if this declaration is false in any way, the copy supplied to me by Suffolk Record Office will be an infringing copy and I shall be liable for infringement of copyright, or the rights of other rights holders, as if I had made the copy myself.</p> |                       |      |  |
| Signature <sup>1</sup>  |                       | Date |  |
| <p><sup>1</sup>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.</p>   |                       |      |  |

| <b>E</b>     | <b>OFFICE USE ONLY: ORDER DETAILS</b> |            |       |              |     |            |       |                |     |            |       |              |     |            |       |
|--------------|---------------------------------------|------------|-------|--------------|-----|------------|-------|----------------|-----|------------|-------|--------------|-----|------------|-------|
| Digi scan    | Qty                                   | Unit price | Total | Digi photo   | Qty | Unit price | Total | Photocopy      | Qty | Unit price | Total | Other        | Qty | Unit price | Total |
| JPEG         |                                       | £          | £     | JPEG         |     | £          | £     | B&W A4         |     | £          | £     | Printout A4  |     | £          | £     |
| TIFF         |                                       | £          | £     | TIFF         |     | £          | £     | B&W A3         |     | £          | £     | Printout A3  |     | £          | £     |
| A5 print     |                                       | £          | £     | A5 print     |     | £          | £     | Colour A4      |     | £          | £     | Duplifilm    |     | £          | £     |
| A4 print     |                                       | £          | £     | A4 print     |     | £          | £     | Colour A3      |     | £          | £     | Duplifice    |     | £          | £     |
| A3 print     |                                       | £          | £     | A3 print     |     | £          | £     | <b>Dyeline</b> |     | £          | £     | Transparency |     | £          | £     |
| <b>Total</b> |                                       | £          | £     | <b>Total</b> |     | £          | £     | <b>Total</b>   |     | £          | £     | <b>Total</b> |     | £          | £     |

|          |  |                 |             |                   |                  |                 |                                 |   |
|----------|--|-----------------|-------------|-------------------|------------------|-----------------|---------------------------------|---|
| <b>F</b> | <b>OFFICE USE ONLY: ADMINISTRATION DETAILS</b> |                 |             |                   |                  |                 |                                 |   |
|          | Order received                                 | Order processed | Copies sent | Payment requested | Payment received | Order completed | Order total                     | £ |
| Date     |  |                 |             |                   |                  |                 | Handling charge                 | £ |
| Initials |  |                 |             |                   |                  |                 | Postage & Packing (First class) | £ |
| Notes    |  |                 |             |                   | Oracle code      |                 | Postage & Packing (Airmail)     | £ |
|          |  |                 |             |                   |                  |                 | <b>Total charges</b>            | £ |