



## Request Form 3: Supply of material for research or private study purposes

*Please supply me with a copy of the following item(s) for the purpose of research or private study:*

**I declare that:**

- a) I have not been previously supplied with a copy of the same material by any member of museum staff,
- b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply or electronically submit a copy of it to another person; and
- 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 material for substantially the same purpose: and
- d) the photographs will not be reproduced or published in any form, including on a web site, without the written permission of the Museum Manager and/or the depositor.

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 I shall be liable for infringement of copyright as if I had made the copy myself.

**Signature** .....

**Date** .....

(Please note that this must be the **personal signature of the person making the request**. A stamped or type written signature or the signature of an agent is **not** acceptable.)

Customer details

**Please complete the following fields:**

|                  |  |
|------------------|--|
| Name             |  |
| Address          |  |
| Email            |  |
| Telephone number |  |

**The Data Protection Act 2018 – the information you have provided will be used to process your request for copies and will not be passed on to anyone else. This form will be kept for 7 years after the current one to comply with copyright legislation and audit purposes.**

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**Photocopy Order Details:**

|                                      |  |
|--------------------------------------|--|
| ..... A4 black and white copies @20p |  |
| ..... A4 colour copies @50p          |  |
| ..... A3 black and white copies @40p |  |
| ..... A3 colour copies @90p          |  |
| Postage fee                          |  |
| <b>Total:</b>                        |  |

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**FOR OFFICE USE ONLY**

Date of Payment: \_\_\_\_\_

Date copies sent: \_\_\_\_\_

Date collected: \_\_\_\_\_

Staff initials:

Staff initials: