

Request Form 4: Copy of Ordnance survey maps and other printed maps out of copyright

Please supply me with a copy of the following maps that are required by me for the purposes of research or private study.

Please note: The quality of the photocopy depends to some extent on the clarity and condition of the original. We aim to make copies of the highest possible standard but clarity cannot be guaranteed in every case. Photocopies will not be made where there is a risk of damage to the original.

I declare that:

Signature Date

- 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.
- 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.
- d) I understand that I must apply to Elmbridge Museum before making any published use of the copy/copies requested on this form

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.

(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.)						
Please complete the following fields:						
Customer name						
Address						
Email						
Liliali						
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.

Photocopy Order Details:Please give all details of the map: reference number, page or sheet number. For OS maps use Roman and Arabic Numerals from top righthand corner and edition(s).

Items to be copied	A4	A3	Portrait	Landscape
Eg OS 25" XV. 4 1914 edition				
A4 black and white	copies @2	20p		
A4 colour copies @	50p			
A3 black and white	copies @4	10p		
A3 colour copies @	90p			
Postage fee				
Total:				
FOR OFFICE USE ONLY				
FOR OFFICE USE ONLY Date of Payment:				

Staff initials:

Date collected: