



Request Form 5: Copy of Ordnance survey maps and other printed maps less than fifty years old

Please supply me with a copy of the following maps that are currently in copyright, 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:

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- 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.

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.)

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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.

PLEASE NOTE: OS MAPS LESS THAN FIFTY YEARS OLD ARE IN COPYRIGHT

This means that:

- **Only one A4 section of a given map is to be reproduced. No other sections of the map can be copied by the same individual.**
- **We are unable to provide A3 copies of these maps.**
- **We are unable to provide reductions or enlargements from the maps. The A4 copy must be 1:1.**
- **We can produce a maximum of 4 copies of the same A4 sheet from any one map to an individual.**
- **Each copy must be stamped on the reverse by us.**

Elmbridge Museum will endeavour to reproduce maps to exact requirements however we cannot guarantee accuracy when reliant on verbal or written requests. For accurate reproduction we suggest that an annotated map, plan or sketch showing the area to be copied be supplied in the place below:

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 Eg OS 25" XV. 4 1914 edition	A4	Portrait	Landscape

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