



Copy Order Form: photographic prints

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Please supply me with a copy of the items specified by me below for the purposes of private study or research.

I declare that:

- a) I have not previously been supplied with a copy of the same material by the University of Glasgow or any other librarian or archivist;
- b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and EITHER:
- c) to the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work, OR:
- d) 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.

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

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This must be the personal signature of the person making the request. A stamped or typed signature or the signature of an agent is not acceptable. Anyone ordering copies on behalf of another person must obtain that person's signature on this form.



Using your personal information.

We will use the information you provide to process your order, to record your compliance with the copyright declaration above, to ensure the security of the collections, and for statistical purposes.

Your information will be held on a computer database in accordance with the Data Protection Act 1998.

The information will not be disclosed outside the University of Glasgow except as permitted under the terms of the Act and, in particular, for the purposes of investigation or prevention of crime.

The database may occasionally be used by us for promotional purposes in advertising new collections, archive awareness events etc. If you wish to receive such information, please check this box.

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- Collect from searchroom.
- Deliver by post. Our standard postal service is Recorded Delivery. Please tick if you would like letter-box sized items to be sent non-recorded delivery

Please tell us the date by which you require your order. We will advise if we are able to meet your timescale and if an additional charge is payable.

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