Copy Order Form: photographic prints

Copyright declaration
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.

Name: __________________________
Address: _________________________

E-mail: ___________________________ Tel: ____________________________

Signature: ______________________ Date: ____________

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 process your personal information to process your order, to record your compliance with the copyright declaration above, to maintain the security and preservation of our archives and special collections and for statistical reporting. For more information see the University of Glasgow privacy notices online (https://www.gla.ac.uk/legal/privacy) or ask our staff.

Stay in touch We would like to let you know by email about archive awareness events, new collections and other Archive Services news. Please tick here to receive our news by email ☐

Delivery Please select delivery service required:
☐ 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.

Permission to publish
If you are ordering copies with possible publication in mind, please refer to our Copying services guide. You can request permission reproduce copies through our permission to publish procedure.

Payment
An estimate of the cost of your order will be issued for your approval. On approval, an invoice will be issued for payment. Please advise the Duty Archivist if the payment address is different to that given above.
Please provide full details of the photographs or negatives you wish printed. We will only provide a single 10” x 8” print of any one photograph or negative. Where you require multiple images from a bundle of prints, set of negatives, or album, please indicate these with the slips provided by staff or provide sufficient detail for staff to identify them easily. The total number of prints required should be noted in the relevant column.

<table>
<thead>
<tr>
<th>Item Reference</th>
<th>Description / page numbers</th>
<th>No of prints</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. UGD61/6/2/5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>