

**COPY ORDER FORM**

<p>Name and address (BLOCK CAPITALS PLEASE)</p>     <p>Tel: _____ Email: _____</p>	<p><b>We aim to complete orders by post within 10 working days of receipt.</b></p> <p>Please note: we make copies to the highest possible standard but quality depends on the condition of the microfiche and/or original and clarity cannot be guaranteed.</p>
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**Prices quoted are valid from 1 July 2017 and include VAT**

**IN PERSON:** Library books less than 100 years old, 50p per photocopy; otherwise, **£1 per photocopy**

**BY POST:** (includes p&p except when sent outside the EU)

- **Parish register entries:** £10.00 for each entry. Sufficient details must be given, i.e. type of entry, name, date (or month and year) and parish. **N.B.** where an entry is not found, monies are not returnable
- **Wills:** £10.00 for each will (please quote reference number)

**Other documents and books (Please quote reference numbers).**

- £10.00 for 1-5 photocopies. Orders over £10 will be charged at £1.25 per additional copy.  
**Please note that some document formats (see over) cannot be photocopied**

Full details of parish register entry/will/other document/book to be copied.	Office use only	
	A4	A3
Please continue on separate page		

**COPYRIGHT AND DATA PROTECTION DECLARATION**

1. I declare that:
  - a) I have not been previously supplied with a copy of the same material by you or any other librarian/archivist:
  - b) I will not use the copy except for research or private study and will not supply a copy of it to any other person: and
  - c) Either: (i) (In the case of published works) 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; or  
(ii) (In the case of unpublished works) To the best of my knowledge the work had not been published before the document was deposited in your library/archive and the copyright owner has not prohibited copying of the work.
2. 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 made the copy myself.
3. If I wish to make use of the copy for the purpose of publication, exhibition, presentation, or display on a website I will approach Hampshire Archives and Local Studies as a first step towards obtaining permission to do so.
4. I agree to abide by **Data Protection Legislation** in my use of any personal data contained in the copies I receive, and to respect the rights of any living data subjects.

**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. A signed order form which has been faxed or scanned and sent electronically is acceptable.

The following types of document cannot be photocopied because of the risk of damage. It is usually possible to take digital photographs instead (please see our digital photography order form).

- Manuscript volumes
- Large books and books 100 years old or more
- Rolls
- Electoral registers
- Documents with hanging seals
- Trade directories (except where a duplicate copy exists)
- Large maps
- Deeds consisting of more than one sheet (the top sheet may be copied)
- Tithe apportionments
- Any document which is considered too delicate or which may suffer from being copied

PAYMENT	OFFICE USE ONLY			
<p><b>PLEASE TICK PAYMENT METHOD:</b></p> <p><input type="checkbox"/> <b>Cash (in person only)</b></p> <p><input type="checkbox"/> <b>Cheques in pounds sterling</b> made payable to Hampshire County Council</p> <p>If you are paying by blank cheque and you are unsure of the total amount payable, you can note here:</p> <p>“Not to exceed £_____”</p> <p><input type="checkbox"/> <b>Card (online)</b></p> <p><b>Payments by card:</b> please ensure you have supplied an email address in your contact details so we can advise when your order has been completed and how to proceed with your payment.</p> <p>If you wish to limit the total amount payable, you can note here:</p> <p>“Not to exceed £_____”</p>	<p>Remote rates</p> <p>Wills/PR entries            @£10 =</p> <p>Photocopies/scans, 1-5 copies = 10.00</p> <p>Additional photocopies    @£1.25 =</p> <p>Visitor rates</p> <p>Docs, per page            @£1 =</p> <p>Library, etc, per page    @50p =</p> <p style="text-align: right;"><b>TOTAL =</b></p> <p><b>Date order completed:</b></p> <p><b>In person card payment?</b> <input type="checkbox"/></p> <p><b>Date payment requested:</b></p> <p><b>Date paid and sent:</b></p>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Order completed by</td> <td style="width: 30%;"></td> <td style="width: 40%; padding: 2px;">Receipt no /Order ID:</td> </tr> </table>	Order completed by		Receipt no /Order ID:
Order completed by		Receipt no /Order ID:		

**Privacy Notice:**

The personal data you provide on this form will be treated in accordance with Data Protection Legislation. Your data will only be used to process this order. It will not be shared with third parties. Your data will be retained for six years from the end of the current financial year for audit purposes. The legal basis for our use of this information is that it is necessary for the performance of a public interest task. You have some legal rights in respect of the personal information we collect from you. Please see our Data Protection page for further details: [www.hants.gov.uk/dataprotection](http://www.hants.gov.uk/dataprotection). You can contact the County Council's Data Protection Officer at [data.protection@hants.gov.uk](mailto:data.protection@hants.gov.uk). If you have a concern about our use of your data please contact us, or see the Information Commissioner's advice at <https://ico.org.uk/concerns/>.