

**WESSEX FILM AND SOUND ARCHIVE
ORDER FORM (COMMERCIAL USE)**

Hampshire Record Office, Sussex Street, Winchester, Hampshire SO23 8TH
Tel: 01962 846154; Fax: 01962 878681; Email: enquiries.archives@hants.gov.uk

Name and Position:			
Production Company:			
Address:			
Email/Tel:			
Production Title:			
Expected Transmission Date:		Purchase Order No:	

Charges: £35 per hour (£35 minimum charge). Prices quoted are valid from 1 July 2017

Details of films/sound recordings to be copied: (please quote Finding No and Title)	Copy items onto: <input type="checkbox"/> DVD <input type="checkbox"/> DVCAM <input type="checkbox"/> CD <input type="checkbox"/> Other (please specify)
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SPECIAL INSTRUCTIONS

Acknowledgement must be given to Wessex Film and Sound Archive
(or a 50% penalty will be incurred on the scale of charges)

DECLARATION

I hereby agree to abide by the conditions laid out overleaf. I declare that any copies supplied will not be sold, loaned, further reproduced or published, in part or whole, without written permission. I agree to abide by the **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:

OFFICE USE ONLY		
Film and sound items:		
hours @ £35.00 per hour	=	
Reproduction fee (if known)	=	
TOTAL	=	
Invoice no.		Receipt no.
Date invoiced:		
Order completed by:		
Date completed:		
Date posted or emailed:		

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 your request for copies. 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. You can contact the County Council's Data Protection Officer at 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/>.

Commercial use of WFS material is welcomed on the following terms:

- 1 Access to master material is not normally granted, but every effort is made to provide copies for this purpose, subject to the availability of funds.
- 2 WFS staff will require details of each intended use of the material, and expected transmission or release dates where applicable.
- 3 It is a strict condition of use of WFS material that a credit appears on screen, acknowledging 'Wessex Film and Sound Archive'. **Failure to do so will incur a penalty of an additional 50% of the fee.**
- 4 All intending users must sign an agreement, and observe any special terms imposed upon the material by depositors or WFS. Users must also abide by the Data Protection Act 1998, for any material provided which contains personal data of living individuals.
- 5 The copyright laws currently in force should be observed by all intending users of archive material. Permission from the owner and copyright holder (if known) is required before material can be released from WFS. Where the copyright holder is not known the user will indemnify WFS in writing against any claims arising from the use of the material. Assistance in copyright clearance will be given wherever possible, but final responsibility rests with the intending user. **Royalties to copyright holders and owners may be payable in addition to WFS fees.**
- 6 Commercial use of any holding from the WFS collections is subject to a scale of fees, as given in our charges table, available online or by request.
- 7 A charge will be made for WFS staff researching material on the user's behalf, up to a maximum of three hours in the first instance. Further research is subject to negotiation.
- 8 Master materials held by WFS may not be removed from the premises except by staff, but the Film and Sound Archivist has discretion to transfer items in-house or arrange for them to be duplicated elsewhere. All costs arising will be borne by the user, including any blank recording media supplied by WFS, administrative costs, transportation, and facilities house charges.