

## DIGITAL PHOTOGRAPHY ORDER FORM

**Please note:** digital images are produced as 300dpi jpeg files in colour or black and white. Colours may not reproduce exactly the same shades as the original document. **We aim to complete digital photography orders within 10 working days.**

<b>Name and address</b> (BLOCK CAPITALS)   Tel: _____ Email: _____	<b>Prints and CDs</b>  Collect <input type="checkbox"/> Post <input type="checkbox"/>
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<b>Document reference(s)</b> If only part of the document is required, please describe (or draw overleaf) the area to be copied <b>Please note: we do not provide digital photographs of parish register entries</b>          Continue overleaf	<b>Prints</b> B/w <input type="checkbox"/> Colour <input type="checkbox"/>  A4 <input type="checkbox"/> A3 <input type="checkbox"/> A5 <input type="checkbox"/>  Paper Glossy <input type="checkbox"/>  Enlarge <input type="checkbox"/> Reduce <input type="checkbox"/>  <b>Electronic</b> Email <input type="checkbox"/> CD-ROM <input type="checkbox"/>
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**Prices quoted are valid from 1 July 2017. They include VAT (and CD-ROM and p&p, where appropriate)**

Email (max. 5 images)	No.	CD-ROM	No.	A4 paper/ A5 glossy	A3 paper/ A4 glossy	Whole volumes	No.
First image: £12 Subsequent images: £4.00 per image		First image: £12 Subsequent images: £4.00 per image		£12.00 X	£15.00 X	First 10 images: £40 Subsequent images: £1.00 per image	

### COPYRIGHT AND DATA PROTECTION DECLARATION

- I declare that:
  - I have not been previously supplied with a copy of the same material by you or any other librarian/archivist:
  - 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
  - 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(ii) (In the case of unpublished works) To the best of my knowledge the work had not been published before the document was deposited in your library/archive and the copyright owner has not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.
- 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.
- 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. .
- I agree to abide by the **UK Data Protection Legislation** in my use of any personal data contained in the photographs 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 written 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.

**Description of area to be photographed:**

(For maps, please draw a simple sketch and/or describe the 4 corners and centre of the area to be photographed. Where appropriate, please also state whether you prefer portrait or landscape. For tithe maps please note plot numbers.)

PAYMENT OPTIONS	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>1<sup>st</sup> digital image                      1 @ £12 =</p> <p>Further digital images                      @ £4 =</p> <p>Digital prints    A4 /A5G    @ £12 =</p> <p>Digital prints    A3 /A4G    @ £15 =</p> <p>Whole volumes: first 10 images    £40 =</p> <p>Further digital images                      @ £1 =</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>	
	Order completed by	Receipt no/order ID:
	Invoice no.	Commercial or institutional customers only (amounts over £25.00):
<p><b>Privacy notice:</b></p> <p>The personal data you provide on this form will be treated in accordance with UK 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: <a href="http://www.hants.gov.uk/dataprotection">www.hants.gov.uk/dataprotection</a>. You can contact the County Council’s Data Protection Officer at <a href="mailto:data.protection@hants.gov.uk">data.protection@hants.gov.uk</a>. If you have a concern about our use of your data please contact us, or see the Information Commissioner’s advice at <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>.</p>	<p style="text-align: center;"><b>Use in a publication:</b></p> <p>Publication form completed? (yes/no):</p> <p>Reproduction fee owing/paid =</p>	