Archives and Local Studies

ORDER FORM (non-commercial)

Terms and Conditions

- 1. I declare that:
 - (a) I have not previously been supplied with a copy of the same material by you or any other archivist or librarian.
 - (b) I will not make a further copy of the image, supply any other person with a copy or publish the image on any website or in any publication in any medium.
 - (c) I will not use the copy except for private study and will not supply a copy of it to any other person.
- 2. I understand that if the declaration is false the copy supplied will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.
- Publication or further reproduction is not permitted without our consent and, where appropriate, the copyright owner. Requests should be made in writing to the Sheffield City Archives, 52 Shoreham Street, Sheffield, S1 4SP. It is the responsibility of the publisher, and not Sheffield City Council, to locate and obtain permission from the copyright owner of any item.
- 4. Where possible copies will be emailed to you.
- 5. Payment must be made in advance of any copies being made.
- 6. Invoices can only be raised against official order numbers.
- 7. Please allow 28 days for order completion.

Email address:

Signature: Date:	
------------------	--

Items to be copied		

- 1. Payment must be made in advance of any copies being supplied.
- 2. An online link will be provided by email for card payments on receipt of this order form, which will enable you to pay online via Sheffield City Council's secure epayments service. If your residence is not in the United Kingdom, you will need to use Sheffield City Archives' postcode online as the system will not accept non-UK codes; use S1 4SP in the required field.

OR

3. Enclose a cheque for £_____ made payable to Sheffield City Council.

Е

Received by on	Copyright cleared
Cost of copies	Handling charge
Total cost:	

Order completed by

G:\DEL\Libraries\Leisure and Culture\Information Management\Forms & Templates\ARC & LSL Forms\ARC & LSL order form non commercial v1-6.doc Jan 2018