# The Devonshire Collection Archives & Library

# Copying order form

1. **Your details**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Address** |  |
| **Email address** |  |

1. **Preferred format**

We can supply JPEG images of unbound flat documents up to A3 in size via email or WeTransfer, depending on the size of your order. We can also supply paper prints taken from JPEG images for the same cost as supplying the digital image. Please tick your preferred option.

JPEG image  Paper print

1. **Preferred payment method**

We will contact you with an estimated cost for your order before undertaking the work. Once agreed, we will take payment after the work has been carried out and before your copies are dispatched.

Cash  Cheque Bank Transfer

Cheques should be made payable to Chatsworth House Trust Ltd. Bank account details can be provided if you wish to pay by bank transfer.

1. **Copyright declaration**

Please supply me with a copy of the material outlined in section 5. I declare that:

1. I have not previously been supplied with a copy of the same material by you or any other person.
2. I will not use the copy except for a non-commercial research purpose or private study, and will not supply a copy of it to any other person.
3. *For unpublished works*: to the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not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.
4. *For 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.
5. **Details of requested material**

|  |  |  |  |
| --- | --- | --- | --- |
| **For customer use** | | **Staff use only** | |
| Reference number | Brief description of material | No. of images | Cost |
|  |  |  |  |

1. **Your personal data**

The personal data you supply in this form is collected for the purposes of carrying out your copying order, and maintaining an audit trail of copying requests. These forms are kept on file for six years and then securely destroyed. They are not passed on to any other department or third party.

1. **Declaration**

By signing here, you agree to abide by the Copyright Declaration outlined in Section 4, and to the use of your personal data as outlined in Section 6.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature**: |  | **Date:** |  |

Please return your signed form, either:

* as a scan to: [Archives@chatsworth.org](mailto:Archives@chatsworth.org); or
* by post to: Archives & Library, Chatsworth House, Bakewell, Derbyshire, DE45 1PP.