This policy form is what is used by Westminster Diocesan Archives in 2010. Westminster Diocesan Archives have generously allowed it to be placed here for use by diocesan archivists and others.

Anyone using it should be aware that it is what is currently in use in Westminster and so is subject to change, e.g. in reproduction costs. The website will reflect the situation in 2010 and will not be updated.

**The Catholic Archives Society**

**PHOTOCOPY ORDER FORM**

Name:

Address:

Daytime Contact Telephone Number:

I wish to order photocopies as detailed overleaf.

**COPYRIGHT DECLARATION**

I declare that -

(a) I have not previously been 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 for a non-commercial purpose or private study and will not supply a copy of it to any other person.

(c) I will not reproduce any of these copies without first obtaining through you the permission of the copyright owner and, where applicable, the depositor.

(d) To the best of my knowledge the work has not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.

OR (d) 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.

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 had made the copy myself.

Signature*……………………………………………………………………...

Date ………………………………………………………

(* This must be the personal signature of the person who wishes to have the copy. A stamped or typewritten signature, or the signature of an agent, is not acceptable.)

Please supply photocopies of the following:

<table>
<thead>
<tr>
<th>REFERENCE CODE (IF APPLICABLE)</th>
<th>BRIEF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This policy form is what is used by Westminster Diocesan Archives in 2010. Westminster Diocesan Archives have generously allowed it to be placed here for use by diocesan archivists and others.

Anyone using it should be aware that it is what is currently in use in Westminster and so is subject to change, e.g. in reproduction costs. The website will reflect the situation in 2010 and will not be updated.

Photocopies are charged at: A4 – 40p each (£3.00 per 10 copies)

A3 – 60p each (£5.00 per 10 copies)

Postage is charged at minimum rate for up to 10 pages, then 20p per page thereafter.

Minimum rate:

- UK £2.50
- Europe £3.00
- Rest of World £3.50

If you are not ordering for on the day collection in the searchroom, do you want the copies sent to you or kept for collection?

Note: Copies will only be kept for 2 months and a collection time must be arranged with the archivist.

Since many documents are old and fragile, perfect reproduction cannot be guaranteed. Unless otherwise requested, all photocopying will be made at A4 size.

We aim to complete orders within 10 working days.

Please make cheques payable to ......................

Please return form to .................................