



# Bodleian Libraries Imaging Services

## ORDER FORM

Please complete this form in full and return by [email](#) or post.

Tick the box for a **rush order** (additional charges apply – see our [Terms and Conditions](#) for further details).

### 1. YOUR DETAILS

Name

Address /  
invoice  
address

Postcode

Country

Email

### 2. DELIVERY DETAILS (if different from above)

Name

Address

Postcode

Country

Email

### 3. USE OF IMAGES

Private research

Reproduction

Image reproduction for **academic/non-commercial use** may be permitted. Please see our [Terms of Use](#) to self-assess if your proposed use of the supplied images falls under this heading. For all other types of image reproduction please complete the [Permission to Reproduce](#) form.

#### OFFICE USE ONLY

Order number:

Date paid:

Repro. form:

Date to studio:

Date received:

Photographer:

Initialed:

Date dispatched:

## 4. PHOTOGRAPHY SERVICES AND FEES

DIGITAL IMAGES	
Quantity	Price per image from 1 volume
First image	£27.00
Subsequent 2–99 images	£7.50
Subsequent 100+ images	£6.15

We supply high-quality colour images in TIFF format.

MICROFILM SCANS	
Quantity	Price per scan
1+ scans	£1

PHOTOGRAPHIC PRINT + DIGITAL IMAGE	
Quantity	Price per image
1+ 10×8" print + digital image	£45

Please contact us for non-standard print sizes.

SPECIALIST PHOTOGRAPHY	
Object photography UV photography Raking light photography Transmitted light photography	Please <a href="#">contact us</a> for more information

There is a minimum order charge of £20.

### Digital image dispatch

Customers will receive an email with a link to download images.

## 5. ORDER DETAILS (continued on next page)

<b>Author / Title / Vol / Part</b>	
<b>Shelfmark</b>	
<b>Folios / Pages *</b>	
<b>Select service</b>	<b>Number of images</b>
<b>Special instructions</b>	
<b>Office use only</b>	

\* If folios, specify recto and verso

## 5. ORDER DETAILS (cont.)

<b>Author / Title / Vol / Part</b>	
<b>Shelfmark</b>	
<b>Folios / Pages *</b>	
<b>Select service</b>	<b>Number of images</b>
<b>Special instructions</b>	
<b>Office use only</b>	
<b>Author / Title / Vol / Part</b>	
<b>Shelfmark</b>	
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<b>Select service</b>	<b>Number of images</b>
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<b>Special instructions</b>	
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## 5. ORDER DETAILS (cont.)

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<b>Folios / Pages *</b>	
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<b>Special instructions</b>	
<b>Office use only</b>	

\*If folios, specify recto and verso

## 6. PAYMENT

Please do not include any payment details. A pro-forma invoice will be supplied once your order has been authorised. There is a minimum order charge of £20.

VAT Number (if applicable)

## 7. COPYRIGHT

Users of the imaging service must establish whether the material they are requesting is in copyright before placing an order.

Individuals requesting scans of **in-copyright material** must sign the copyright declaration below. Restrictions apply as to how much of an in-copyright item may be scanned, and scans may only be used for private research. Scans are © the original copyright holder. See our [Guide to Copyright](#).

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1. I require this copy for research for a non-commercial purpose and will not use it except for this purpose. Should publication or other forms of reproduction ever be considered, I undertake to obtain the further permission of the Library and the permission of any copyright owner.
2. I declare that:
  - a) I have not previously been supplied with a copy of the same materials by you or by any other Librarian or Archivist
  - b) I will not use the copy except for research for a non-commercial purpose and will not supply a copy of it to any other person
  - c) To the best of my knowledge no other person with whom I work or study has made or intends to make, a request for a copy of substantially the same material for substantially the same purpose at or about the same time as this request.
3. I understand that if this declaration is found to be false in any material way then I shall be liable for infringement of copyright as if I had made the copy myself.

Signed

Date

**Copyright Information:** A maximum of 5% of the total length, or one chapter from a book; or one article from a journal issue may be copied. Different restrictions may apply to other types of material. A book or periodical article is in copyright for 70 years after the death of the author although longer periods may apply. Although a text may no longer be in copyright, an edition of a text involving the work of an editor, or a translation of that text, will have a new copyright in any new or distinctive material subsisting for 70 years after the death of the editor or translator. The typography of books is also protected for 25 years after first publication, whether or not the content is in copyright. See [government guidance on copyright duration](#) for more information.

## 8. SIGNATURE

Please indicate that you have read and agree to abide by the [Bodleian Imaging Services Terms of Use](#) and the [Image Order Terms and Conditions](#) by typing your name and the date in the boxes below.

Signed

Date

**Email** the completed form to us

**Print** the completed form and send it to: Imaging Services,  
Bodleian Libraries, Broad Street, Oxford OX1 3BG, UK