



Bodleian Libraries
UNIVERSITY OF OXFORD

The Bodleian Libraries, Imaging Services Order Form

Please complete the form in BLOCK LETTERS

Please return form to: Imaging Services Office, Bodleian Library, Broad Street, Oxford, OX1 3BG, UK.

Tel (01865) 277061 Fax (01865) 287127 E-mail imaging@bodleian.ox.ac.uk

Note: emailing credit/debit card details is not recommended. Please fax or mail this form.

Customer Information

Name: _____ Address: _____

Telephone: _____

E-mail: _____ Post code/Country: _____

Delivery Information

Name: _____ Address: _____

Telephone: _____

E-mail: _____ Post code/Country: _____

Use of Reproductions

☐ Private Research ☐ Electronic Reproduction ☐ Printed Reproduction

'Permission To Use' forms must be completed for commercial use of images. (Available from http://www.bodleian.ox.ac.uk/services/copy/imaging_services)

Office Use Only

Order number:		Temp:	
Repro. form:		Archival:	
Date received:		Stock:	
Initialled:		Batch code:	
Date paid:		Technician:	
Date to studio:		Processed:	
Date despatched:			

Order number:

Payment

Cheques to be made out to 'The Bodleian Library'.

Payment of the amount due should be made by the following means only:

1. Sterling cheque drawn on a United Kingdom Bank
2. Credit/Debit card:

We accept: Visa Mastercard Delta Switch (Issue no: _____)

Card No: _____ Card Security Code: _____

Start date: _____ Expiry date: _____

Signature: _____ Date: _____

Name and address of card holder, if different from above

Tel: _____ Email: _____

Paid

If paying in a reading room, please obtain a "paid" stamp

Shelfmark or Volume Number and Title	Pages/Folios Required	No. of Images	Unit Price	Total Price	Product Code	Office Use Only Neg. Nos.
Add £7.21 if ordering CDs						
Shipping and Handling				£5.15		
VAT Number if applicable _____	Add VAT at 20%					
Minimum Order £15.00			Total Cost of Order			
Special Instructions						

Declaration

I have read and agree to the Terms and Conditions. This must be signed before an order is submitted to Imaging Services.

Signed: _____ Date: _____

This must be the personal signature of the person requiring the copy. A stamped or typewritten signature, or the signature of an agent, is not acceptable.



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The Bodleian Libraries, Imaging Services Copyright Declaration

If the material to be copied is published complete 1a.

If the material is unpublished complete 1b.

1a. Please supply me with a copy of*:

- the article in the periodical, the particulars of which are

[periodical title, volume, date, pages]

[author, article title]

- the part of the published work, the particulars of which are

[author, title, date, pages]

required by me for the purposes of research for a non-commercial purpose or private study.

*Delete whichever is inappropriate

1b. Please supply me with a copy of:

- the whole/following part* of the work, the particulars of which are

required by me for the purposes of research for a non-commercial purpose or private study for a non-commercial purpose.

* Delete whichever is inappropriate

2. I declare that:

- (a) I have not previously been supplied with a copy of the same material by you or any other librarian or 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; and
- (c) 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
- (d) (If section 1b is completed then) to the best of my knowledge the work had not been published before the document was deposited in your library and the copyright owner has not prohibited copying of the work.

3. I understand that if this 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.

Process	Product	Unit Price – VAT	Delivery Option	Code
Digital Scans	From microfilm, per frame	£0.85	via FTP*	SF
			CD-ROM**	SC
	Bitonal, per scan (1 bit, 600 dpi, TIFF)	£0.29	via FTP*	BF
			CD-ROM**	BC
	Greyscale per scan (8 bit, 600 dpi, TIFF)	£3.87	via FTP*	GF
			CD-ROM**	GC
	Colour 25 MB max. (24 bit, 600 dpi max., TIFF)	£17.20	via FTP*	2F
			CD-ROM**	2C
	Colour 100 MB max. (24 bit, 600 dpi max., TIFF)	£27.24	via FTP*	1F
			CD-ROM**	1C
	Ultra-violet or beta-radiography (24 bit, 600 dpi max., TIFF)	£54.48	via FTP*	UF
			CD-ROM	UC
Paper Prints	From existing microfilm per A3/A4 page	£0.91		PP
Photographic Prints	Colour or B&W prints 10"x8" £22.80 Custom printing is available. Please contact Imaging Services for more information.			PR
Thesis Digitization - per volume	Bitonal Scan	£100.00	PDF via FTP	TH
<p>* An email address and high speed internet connection are necessary for delivery via FTP.</p> <p>** CD orders will be charged an extra £7.21 for processing.</p>				

Notes

- The minimum charge for any order is £15.00 (including the charges for shipping and handling).
- Pro-forma invoices are available upon request.
- Bitonal scans are an unsuitable format for manuscripts and photographs.

Terms & Conditions

Preservation

1. Reproductions will only be made within the preservation policy of The Bodleian Libraries. Material that may be damaged will not be copied.
2. If archival quality surrogates of the requested material are available these will normally be used to fulfill all further orders.

Pre-payment

Orders placed with Imaging Services must be paid in advance.

Turnaround Times

Current turnaround times are 20 working days. The turnaround times quoted are from receipt of payment to the

time that the completed order is dispatched to the customer. Turnaround times do not include Saturdays, Sundays, English Public Holidays or advertised Library Closed periods and are subject to the following conditions:

1. That the requested item is held within the Bodleian Libraries.
2. That the requested item is available for retrieval at the time the order is processed.
3. That the item requested does not require special treatment because of age, fragility or security considerations.
4. That the customer has provided full and clear bibliographic details.
5. That the order details are legible, correct and complete.
6. That difficult to handle material, large orders and special requirements fall outside of the advertised turnaround times and prices, and turnaround times will be agreed with the customer.

Order Details

If the customer has failed to complete the required bibliographic information, the Imaging Service reserves the right to cancel the order at the point of receipt.

Incorrect Item Charge

The Imaging Service reserves the right to charge the full tariff price of any incorrect item supplied as a result of the bibliographic information supplied by the customer.

Order Calculation

1. Prices quoted by Imaging Services are valid for 30 days.
2. Imaging Services reserves the right to charge the relevant higher price where the amount calculated by the customer is less than the cost of the order.

Cancellation Charge

If the customer cancels an order (or part thereof) after Imaging Services has begun to process the order (or part thereof), Imaging Services reserves the right to charge the customer a cancellation fee up to the full tariff price of the order that has been cancelled.

Unfulfilled Order

Where Imaging Services is unable to fulfil an order (or part thereof) no charge for the order (or part thereof) will be made to the customer.

Quality Control

If the copy supplied is of poor quality, for any reason not related to the condition of the original item, and this is brought to the attention of Imaging Services within 30 days of the customer receiving his or her order, a replacement copy will be offered at no additional cost.

Delivery Responsibility

Imaging Services will not accept responsibility for delay, non-delivery or damage incurred by UK, European or International Postal Services.

Copyright

All material is subject to UK Copyright Law. Requests for a complete reproduction of material that is in copyright will require written copyright permission from the copyright holder before Imaging Services will accept the order form. The customer must attach the original permission from the copyright holder to the order (photocopies are not acceptable).

Permission to Reproduce

The Bodleian Library owns and retains the copyright on all reproductions produced at all times. Customers may not reproduce any material supplied for any reason, (including academic or personal, and whether for profit or not) without written permission from the Bodleian Libraries. Customers wishing to reproduce supplied material should apply to Imaging Services for the applicable fee.

Price Changes

Imaging Services reserves the right to change the prices as published.

Oxford University Standard Conditions of Sale

This order form is subject to Oxford University Standard Conditions of Sale (<http://www.admin.ox.ac.uk/finoff/saleconditions.pdf>).