



## Terms and Conditions

1. Please supply me with a copy/copies of the items listed overleaf which are either
  - (i) required by me for the purposes of research for a non-commercial purpose or private study or
  - (ii) are judged by me not to be an infringement of copyright.
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.
  - (c) (*for unpublished works only*) to the best of my knowledge the work has not been published before it was deposited with Kingston Museum and Heritage Service, and the copyright owner has not prohibited copying of the work.
  - (d) (*for published works only*) to the best of my knowledge no other person with whom I work or study has made or intends to make at about the same time as this request a request for substantially the same material for substantially the same purpose.
3. I have read the accompanying leaflet *List of charges and fees* and agree to the relevant scale(s) of charges for the work I require to be undertaken.
4. I undertake not to circulate, reproduce or publish (including on-line publishing) this material without permission of the Archivist or Local History Officer.
5. I understand that, as Kingston Heritage Service may not be the owner of all the rights in the material supplied, it is my responsibility to ensure that all necessary rights to publish (including on-line publishing) or broadcast are properly cleared in advance at my expense
6. I understand that if the declaration is false in a material particular the copy supplied by you to me will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

### In addition for self-service photography

1. I accept full responsibility for any injury to persons or damage to property caused whilst using the facilities
2. I acknowledge that Kingston Heritage Service shall have no liability, however arising, from any photography, filming, reproduction, publishing (including on-line publishing) or broadcast of Kingston Heritage Service material by me and I indemnify Kingston Heritage Service in respect of all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto arising from such activities.

## Notes

1. Some records for reasons of size, format or condition are not suitable for reproduction and orders can only be accepted at the discretion of Kingston Heritage Service. Particularly in the case of documents larger than A3 size (mainly maps and plans) it is essential to consult a member of staff. Inevitably the quality of copies will vary according to the age and condition of the documents involved. Every effort will be made to obtain the best copy possible having respect for the safety of the document involved.
2. Kingston Heritage Service cannot accept responsibility for mistakes that arise from incomplete or imprecise instructions.

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***For office use only***

Enquiry number Invoice issued Yes / No  
Receipt number Invoice number