

## Copying of records: terms and conditions

**The use of copies for publication (including website publication), exhibition or broadcast or any other purpose requires permission. A publication fee may be payable.**

Please contact Southampton Archives, Civic Centre, Southampton SO14 7LY.

Email: [archives@southampton.gov.uk](mailto:archives@southampton.gov.uk).

- 1 I confirm that I have copied the items listed below/overleaf required by me for the purposes of non-commercial research or private study
- 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 the copy to any other person;
  - c. 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
- 3 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.

**Name:**

**Address:**

**Email:**

**Signature:**

**Date:**

*This must be the personal signature of the person making the request. A stamped or typed signature is not acceptable.*

The personal information provided by you on this form will be used for the purposes of documenting this reproduction request and in accordance with Southampton Archives' obligations under the data protection legislation.

Please provide full details of the items you wish to copy below, continuing overleaf if necessary. Where copying part of an item, please provide page numbers if possible: