

Caernarfon Record Office  
Council Offices  
CAERNARFON  
Gwynedd LL55 1SH  
☎ 01286 679095  
ArchifdyCaernarfon@gwynedd.llyw.cymru

GWYNEDD ARCHIVES SERVICE



Meirionnydd Archives  
Bala Road  
DOLGELLAU  
Gwynedd LL40 2YF  
☎ 01341 424680  
Archifdy@gwynedd.gov.uk

**Order Form and Copyright Declaration for copies of documents (other than Ordnance Survey Maps) for the purpose of the Copyright, Design and Patents Act 1988'**

1. Name in full (and any title):

2. Address and post code:

3. Reference nos. or description of items of which copies required:

4. Type of reproduction required:

5. **Photographic prints only**

Size, special requirements, etc. (if left blank, prints will be 8" x 6" (full plate, glossy)

6. Purpose for which copies required (full details – "research" is not sufficient):

7. Is it intended to use copy/copies in any publication, display, film or television or video programme?

8. **DECLARATION:**

A. I have not previously received copies of the above material.

B. I will use the copy/copies for research and/or private study only (unless I have sought further permission) and I will not make a copy for any person.

C. To the best of my knowledge, the work has not been published before receipt in the Record Office, and the copyright owner has not prohibited its copying.

D. I understand that, were the declaration false, a copy supplied to me would be an infringing copy, and I would be liable for infringement of copyright as if I had made the copy myself.

E. I have read, understood and accept the conditions governing the supply of copies of documents.

9. Personal signature:

10. Date:

**NOTES**

(i) No negatives can be supplied.

(ii) Separate permission must be sought for any reproduction of the above items.

(iii) Please consult conditions and scales of charges on the reverse of this page.

**CONDITIONS for the supply of photographic reproductions**

1. Reproduction of materials in the custody of the Gwynedd Archives can normally be supplied at current charges (packing and postage extra). The Principal Archivist, however, reserves the right to refuse permission for reproduction to be made without stating any reason; and some depositors have specified that they are not prepared to allow copies to be made, in which cases their wishes are of course scrupulously respected.
2. Permission to reproduce a copy of an item does not obviate the need to obtain any necessary consent to the reproduction of any owner of any copyright in the item. The Gwynedd Archives Service cannot give any information or offer any opinion on the existence of any copyright in any item.
3. Applications to reproduce photographs/photocopies are to be made on a separate form, and acknowledgement of the source of a reproduction must be made in any publication or on any film or television programme in which it may appear. A reproduction fee is normally payable in such cases.
4. No copies may be made by any person of copies supplied by Gwynedd Archives Service. No negatives are supplied.
5. The Principal Archivist reserves the right to vary the prices charge in special circumstances.
6. Payment should be made when ordering copies.
7. We cannot guarantee that photographic copies will be sent to you within 3 months, but they will be supplied as soon as possible.
8. It is unavoidable that some loss of definition should occur when copying old photographs, and you should take this into consideration when ordering photographic copies.

**CHARGES** (All charges include VAT)

**PHOTOCOPIES:** 30p a sheet. A minimum charge of £2.00 (including carriage and VAT) for up to 4 sheets is made for orders by post.

**CERTIFIED COPIES:** Ordnance Survey maps (for building grants etc) £1.00.  
All other certified copies (subject to minimum charge £5) £1.00

**PHOTOGRAPHS:** 5" x 7" £11.00; 8" x 6" £12.00; 8" x 10" £14.00; 12" x 16" £27.00

**POSTAGE & PACKING:** Dependant on size of the order.

<b>OFFICE USE:</b>	Derbyniwyd:  Caniatâd:	Anfon nodyn:  Anfon copiâu:	Pris copiâu:  Cludiant:  TAW:	Derbynneb rhif:
--------------------	------------------------------	-----------------------------------	---	-----------------