

# Digital Copying Service. Order Form

Some items from the Birmingham Libraries & Archives Collections can be digitally copied. To place an order, please complete both sides of this form in pen, using capital letters.

**We can rarely accept large or frequent orders (no more than 10 digital copies in a six month period)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Electronic copies are provided at a low resolution for private / study purposes. They are adequate to view on a screen, but print quality will be poor. Prints are supplied from high quality scans.**

Description or reference of item to be copied	Print	CD Rom	Email	Quantity

I intend to use these copies for private / study purposes

I intend to use these copies in an electronic / printed publication or display

Please notify by phone for collection  Send by post  Send by email

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please now read and complete either the form *Conditions of use for Publication or Display*, or *Conditions of use for Private or Study Purposes*.**

## Digital Copying Service. Order Form. Copying Charges

### Payment is requested in advance.

Make cheques payable to Birmingham City Council. For remote payment by credit or debit card, provide card number, three digit security code and expiry date.

Electronic copies	Cost each	Quantity	Total cost
CD or DVD with <u>one</u> file or image	£6.00		
CD or DVD, for <u>each</u> additional file or image	£4.00		
Email delivery with <u>one</u> file or image	£6.00		
Email delivery for <u>each</u> additional file or image	£4.00		
<b>Printed copies</b>			
A5 print	£8.50		
A4 print	£9.50		
A3 print	£11.00		
A2 print	£29.00		
A1 print	£34.00		
<b>Delivery</b>			
Postage (see notes below)	£2.00		
<b>TOTAL AMOUNT RECEIVED</b>			
<b>ACCESS &amp; REPRODUCTION CHARGES</b>			

### Delivery

There are no postal charges for single A5 and A4 prints. For any additional distance, weight or size, postage is at cost, with a minimum charge of £2.00.

We cannot undertake to deliver any orders not accepted by the standard postal service. This will include any printed copies that are larger than A2.

We can send low resolution JPEGs by email, but have to limit the size and number of attachments.

### Payment

In cases where it is not immediately possible to decide if material can be copied (copyright, quantity or condition, for example), estimates can be provided and payment made when the order has definitely been accepted and before delivery.

**Orders will be completed within four weeks of being accepted. If we are able to accept a large order, completion time and charges will be negotiated. Our hourly rate is £30.00 per hour.**

Order taken by \_\_\_\_\_ Date \_\_\_\_\_

**The Digital Lab. Archives & Heritage. Birmingham Central Library. Chamberlain Square. Birmingham. B3 3HQ.**

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