

# Warwickshire County Record Office

## Publishing a copy or extract from the Record Office Holdings

*Please complete a separate form for each item requested.*

Name, Email Address and Organisation (if applicable):		
Document Reference Number:		
Document Description:		
Date of Document:		
Copy of the document (e.g. photograph)	<input type="checkbox"/>	Tick appropriate box
Transcription or quotation	<input type="checkbox"/>	
Reasons for Publishing (details of reproduction fees are shown overleaf):		
If applicable: Title of proposed publication: Approximate number of copies to be printed/circulated: Purchase price of publication:		
<b>Office Use Only</b>		
Status of deposit (loan/gift/in accordance with Parochial Registers and Records Measure):		
Permission from depositor (if applicable):		
Copyright status:		
Decision:		

**Please turn over**

## Scale of charges

A charge may be made for the reproduction of material (e.g. documents, photographs, prints, drawings, maps) in our collections, in publications or display for commercial purposes.

Where original material belongs to a depositor rather than to the Record Office, the depositor's consent may have to be obtained as well. If the item is still within copyright, permission to reproduce must also be obtained from the copyright owner.

Part or all of the reproduction fee may be waived, at the discretion of the Head of Archive Service.

## Data Protection Act, 1998

My research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of these data while he or she is alive or likely to be alive (assuming a life span of 100 years).

I shall not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller.

I understand that I shall become responsible for compliance with the Data Protection Act 1998 in relation to any processing by me of personal data obtained from the above records.

How your information may be used: To find out how we use your personal information please refer to our permission to reproduce Privacy Notice. The notice is displayed in our search room and can also be found here:

<http://heritage.warwickshire.gov.uk/warwickshire-county-record-office/county-record-office-access-to-information/county-record-office-copyright/>

## Copyright

I understand that this form is intended to establish if Warwickshire County Record Office holds any objections to my request to publish or quote from the whole or part of a particular item held by the Record Office. It does not imply that Warwickshire County Record Office is necessarily the copyright holder of the information nor that it is their responsibility to investigate ownership of copyright or sanction my use of the named item/s in question.

**Signature** ..... **Date** .....