Reprographics Request Form

Please complete this form if you would like to request copies of images from our collections. This form is NOT for requesting permission to publish or otherwise reproduce or share images.

Please submit this completed form to library@efdss.org

By signing this form, you agree to the following Terms and Conditions:

- The condition of the item(s) requested will determine if your request can be fulfilled: Preservation of the material is paramount.
- The Vaughan Williams Memorial Library (VWML) reserves the right to refuse orders.
- The total payment amount and payment methods will be confirmed by email after the request is made. Please do not attempt to pay until you receive confirmation.
- Reprographics work will only take place after payment is received.
- Once payment is received, it may take up to two weeks to receive images. Large requests may take longer, but you will be advised.
- Images will be sent via WeTransfer or email.
- The VWML are not able to undertake image research on your behalf.
- You will not supply a copy of the image(s) to another party, unless permitted to do so.
- Requests will be fulfilled in adherence to current copyright law.
- If you wish to reproduce any images from the VWML, you agree to complete an Application for Permission to Reproduce Images (see https://wwwefdssorg/bwm-about-us/services or email library@efdss.org to obtain a form).

Please choose from the following:

☐ I can confirm that these images will be used only for personal study or research OR

☐ The requested images are required for reproduction and I have completed or will complete an Application for Permission to Reproduce Images.

Please select the image format you require: (All prices include VAT)

☐ Standard quality images               £5.00 for the first image

☐ High quality images                         £10.00/image

Sent as JPEG or TIFF files (300 dpi unless otherwise requested) and are suitable for reproduction.
# Details of item(s) requested

(Please attach an additional sheet if more images are required)

<table>
<thead>
<tr>
<th>Reference or barcode number (if known)</th>
<th>Details of item (title of book or journal article, journal details if applicable, and page numbers OR name of collection and description of item)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples: AGG/6/18</td>
<td>Anne Geddes Gilchrist Collection. Draft of lecture on Schubert</td>
<td>£1.50</td>
</tr>
<tr>
<td>n/a</td>
<td>“The controversial clog championships that caused a furore”. EDS. 81, no. 3 (Autumn 2019) pp. 14-15</td>
<td>30p</td>
</tr>
<tr>
<td>19809</td>
<td>Roud, Steve. Folksong in England. pp. 221-252</td>
<td>£4.65</td>
</tr>
</tbody>
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TOTAL: 0

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I have read and I agree to the Terms and Conditions of this request form:

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<td>E-mail:</td>
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<td>Signature:</td>
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</tbody>
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The data supplied on this form is used by the VWML for security and copyright purposes and will not undergo any secondary processing. In accordance with General Data Protection Regulation (GDPR), your information will be kept for a period of 5 years, at which point it will be securely destroyed.