



Archive Image Requests for Personal Research

Scanned images or digital photographs of items from the archives can be requested for personal research purposes.

Only items below A3 size and in a binding and condition suitable for scanning can be processed in-house. The maximum order for in-house digitisation is 30 captures. Larger items, or larger orders, can be processed externally. External orders will take longer to process.

The charge for this service is an administration fee of £40 per order and a 'per capture' fee of £3 for double page captures, £5 for single captures up to A4 size, £8 up to A1 size and £14 above A1 size. For very large items, there may also be a digital processing fee of £30.

If making an image request, please return a completed copy of the Copyright Declaration below, as a scanned attachment to an email, to:

andrew.jack@northumberlandestates.co.uk

I agree to the following conditions:

- I will use the photographs for the purpose of research, for a non-commercial purpose or private study, and I will not use them for any other purpose
- I have not previously been supplied with a copy of the same material in another form, and I shall not supply a copy of such to another person in any form
- I will not reproduce, re-use or redistribute the photographs or publish them in any form, including on the Internet, without the written permission of the Archivist
- I understand that if this 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.

I have read and agree to abide by the terms and conditions above.

Signature: _____

Date: _____

Name (Please print): _____

Address: _____
