**Your details** (we will only contact you to discuss your request)

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone: |  | Date:  |  |

|  |  |
| --- | --- |
|  | Private individual |

|  |  |  |
| --- | --- | --- |
|  | Organisation: |  |

**Details of items you wish us to digitise**

Please write how many of each in the boxes provided:

|  |  |  |
| --- | --- | --- |
|  | Bound volumes: total number of bound pages |  |

|  |  |  |
| --- | --- | --- |
|  | Flat items up to 21cm x 30cm (A4) |  |

|  |  |  |
| --- | --- | --- |
|  | Flat items up to 60cm x 84cm (A1) |  |

|  |  |
| --- | --- |
|  | Flat items larger than A1 (may have to be digitised in sections, with a stitched together image included for reference) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Photographs |  |  |

|  |  |
| --- | --- |
| Images to be saved as: | Images to be stored on: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | TIFF files |  | CD (free) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Jpeg files |  | USB stick (£4.00) |

Due to copyright legislation we will not be able to carry out your order if you are not the owner, or do not have written permission from the owner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am the owner of all the material mentioned above: | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have written permission from the owner to have copies made: | Yes |  | No |  |

**Cost**

We charge £28.00 per thirty minutes of staff time. In order to enable us to provide you with an accurate quote, please give as much detail as possible in the box below about the kind of material (e.g. diary, letters, map, etc.) and its condition. We aim to send you a quote within 10 working days of receiving your form.

|  |
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|  |

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For full details of how we will treat your information, see the Users of Outreach Services privacy notice at [www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services](http://www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services). In summary, your information will be:- controlled by Derbyshire County Council; processed on the basis of contract; not shared with third parties unless with your consent, in our/your legitimate interests, or as required by law; kept for six years, according to rule LEIS 10.03 on the Leisure and Culture retention schedule at [www.derbyshire.gov.uk/retentionschedules](http://www.derbyshire.gov.uk/retentionschedules)