



30 Minute Search - Application Form

Please complete this form in BLOCK CAPITALS or typescript and return it to the archive office providing the research (i.e. that office that holds the relevant records).

Name:

Address:

Postcode:

Daytime telephone:

Email:

Details of research required

Please provide relevant and specific details of the search that you require and list questions in order of priority. Please also give us any other information you may have that could be of use to this search.

Copyright Declaration Form

To answer your research request, we may send you copies of documents in copyright. If this proves to be the case, I declare that:

- a) I have not been supplied with a copy of the same material by you or by any other archivist or librarian.
- b) I will not use the copy except for research or private study and will not supply a copy of it to any other person.
- c) (For unpublished works only.) To the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.
- d) (For published works only.) To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the 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.

Signature:

Date:

Data Protection

West Yorkshire Archive Service collects your personal information in order to process your request and to compile anonymous statistical information about the use of our collections. We do not pass on your details to any other organisation.

Marketing Communications

Across the five Archive District offices (Bradford, Calderdale, Kirklees, Leeds and Wakefield) we run a number of events. If you would like us to keep you updated from time to time about events, services or information which we think may be of interest to you, please tick the box below to show your consent.