

Labour History Archive & Study Centre

People's History Museum
Left Bank
Spinningfields
Manchester
M3 3ER



Postal Photocopying Policy

- All postal photocopying orders will be processed in accordance with this policy
- Postal photocopying orders are subject to refusal by staff in the following circumstances:
 1. Where orders are considered to be beyond staff capacity
 2. Where documents are considered too fragile to copy
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- All postal photocopy orders will be subject to charges as outlined in the charges scale overleaf
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- All orders will need to be accompanied by a signed copyright declaration form

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- Flat rate charge of £5.00 per order for copies between 1 and 20 pages of A4, 1 and 10 pages of A3
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- This fee covers postage, packaging and copying etc
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- All fees are at the discretion of the archivist and do not include reproduction or copyright fees