

# Graduation Photography Archive Graduate Order Form - For the subject of photos only

Surname of Graduate:

College:

Forename:

Email:

Date of Senate House Attendance:

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SH Reference Number (Official Use Only)

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## Senate House (Internal Photograph) *N.B. Photos can only be ordered by the graduate/subject of the photograph.*

**5" x 7"** (Photograph in folder with University shield)

Per photograph (inc VAT) £8.40

Quantity 1  2  3  4

**8" x 6"** (Photograph in folder with University shield)

per photograph (inc VAT) £9.60

Quantity 1  2  3  4

**10" x 8"** (Photograph in folder with University shield)

Per photograph (inc VAT) £12

Quantity 1  2  3  4

**Digital File** (inc VAT) £24

*Please ensure you include the email address you wish the file to be sent to.*

## Lawn Photo (External Photograph) *N.B. Photos can only be ordered by the graduate/subject of the photograph.*

*Please quote the reference number on the back of your original print and mount when re-ordering. We will not be able to locate the image(s) if we do not have this information.*

**8" x 6"** (Photograph in folder with University shield)

per photograph (inc VAT) £9.60

**10" x 8"** (Photograph in folder with University shield)

Per photograph (inc VAT) £12

**Digital File** (inc VAT) £24

*Please ensure you include the email address you wish the file to be sent to.*

Photograph Reference number(s):	Size	Quantity	£
1.			£
2.			£
3.			£
4.			£
5.			£

Please complete the address label below in BLOCK CAPITALS.

Name:

Address:


**Total**

£

Official Use Only

Size	Quantity	Cost	Sub-total
5" x 7"		£8.40	
8" x 6"		£9.60	
10" x 8"		£12	
Post and Packing		UK £5 / ROW £10	
Digital		£24	
Total			

*Please turn over for notes on ordering, our GDPR compliance policy, care advice etc.*

## Notes:

### Who can order photos?

Only the graduate who is the subject of the photograph(s) may order reproductions. **We will not send photographs out to anybody who is not the main subject of the image.**

### How the UIS Graduation Photography Archive uses your personal information

The Graduation Photography Archive uses your personal information to find your graduation photograph in the archive and to send you your photograph once your order is processed.

We use your personal information in order to deliver our contractual obligations to you as a user of our service. Our standard terms of service are available from:

<https://www.itservices.cam.ac.uk/services/devices-applications-networks-and-printing/printing/professional-print-services/graduation-photography-archive>

We do not share your personal information with others.

For more information about how we handle your personal information, and your rights under data protection legislation, please see:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>

### Other Information

The University of Cambridge retains full, unlimited, worldwide copyright on photographs supplied. Both printed and digital photographs are supplied solely for personal display purposes.

The graduation photography archive runs from January 1991 to July 2017.

For Senate House (internal photos) the archive is analogue (film negatives) until October 2001 and digital from November 2002 until July 2017. For Lawn (external photos) the archive is analogue until 2006 and digital from January 2007 until July 2017.

Prints are shipped in a stand-up card folder with a gold embossed University Logo and Shield. The dimensions quoted refer to the nominal size of the photograph and do not include the mount .

Each colour print is of the highest possible standard and if correctly displayed should give you pleasure for many years. As with all inks, light can cause your prints to change in time and to avoid fading or bleaching they should not be placed in direct sunlight. Very dry conditions cause prints to curl, and humid conditions result in mould and mildew. Improper framing techniques can cause problems: matting that is not acid and lignin free can damage photos; masking tape and Scotch tape can discolour and/or stain prints; unmatting photos can be damaged or get permanently stuck to the glass in frames, especially if the glass is sprayed with liquid cleaners (many of which are corrosive and will stain or fade prints).

We keep all negatives and digital files in perpetuity. As we have an extensive archive, we would appreciate the use of the reference number when ordering additional copies. Each reference number is unique and, if you have any doubt as to what your reference number is, you will find it on the back of your original print. This is particularly important for lawn photographs as we cannot trace and reproduce any prints without the reference number (usually written on the back of the mount as well as printed on the reverse of the photograph).

If your photographs do not arrive within 4 - 6 weeks (depending on your location - overseas orders can sometimes take a while to arrive) please inform us including the date of payment and the payment reference code.

**Important note for EU-based customers ordering printed photographs:** Since the end of the Brexit transition period continental customers may be liable for customs, national VAT and/or other charges on delivery of printed photographs. This is due to the UK now being a third country, outside the EU single market & customs union and is beyond our control.

Although all photographs are archived, please note that we do not store Senate House or Lawn order forms for more than 12 months, after which they are securely destroyed. By placing an order you are accepting the above terms and conditions. We reserve the right to amend the terms and conditions without notice.

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## Graduation Photography Archive

University Information Services

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