



Libraries, Research and Learning Resources Services, Manuscripts and Special Collections
Application for digital photography permit

I apply for a permit to make photographic copies of the items listed below, under the terms and conditions specified on this form.

Copyright and Data Protection declaration

I declare that:

- (a) I have not previously been supplied with a copy of the same material by you or any other custodian;
(b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and
(c) (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.
(d) (Unpublished works only) To the best of my knowledge the work has not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.
(e) I agree to abide by the principles of the Data Protection Act 1998 should the documents contain personal data of living individuals.

I understand that if the declaration is false in a material particular I shall be liable for infringement of copyright.

Name.....

Address.....

.....

Signed..... Date.....

Amount paid..... Date.....

Reader's ticket number..... Device used..... SLR/compact camera/phone

The information you provide will be used to issue you with a Digital Photography permit, and to manage the service. Your data will not be disclosed for other purposes without your consent, in compliance with the principles of the Data Protection Act 1998.

Terms and conditions of use of digital photography permit

- Researchers are permitted to make digital digital photographs of documents and books in the Reading Room.
• A permit must be purchased upon completion of an "Application for digital photography" form which includes a standard copyright declaration.
• All photography must be approved. We reserve the right to refuse to allow digital photography where this could damage the item, or where copyright or ownership rights would be compromised.
• The permit only allows copies to be made for personal and private use. Copies must not be passed to third parties, exhibited, or published in any way (including on a website) without permission.
• Photography should take place at the reading room table with no re-arrangement of furniture
• Items should remain on the supports provided. Weights are available to hold pages open or to hold documents flat. Please do not remove fastenings or fold pages to achieve a better image
• To protect the document, and minimise the disruption to other readers flash and tripods should not be used.
• Mobile phones are allowed on the same terms as cameras. Scanning devices which require physical contact between the object and the document are not permitted.
• A slip showing details of source should be included in each photograph.

Some privately owned collections and modern collections are at present excluded from the scheme. We can usually offer an alternative form of copy for these documents.

Document reference/barcode	Number of documents	Number of photos	Item description/book title	Part copied
Examples <i>Ne E 547</i> <i>W26 THA</i> <i>6200591861</i>	<i>1</i> <i>1</i>	<i>1</i> <i>5</i>	<i>Letter from John Parkinson re estates in Aldborough</i> <i>Thackray, A catalogue of surgical instruments</i>	<i>Whole document</i> <i>p. 50, 53, 86-88</i>