## **Library Services**

# Archives Application for Self-Service Photography

To obtain permission to photograph archive material in the Caroline Skeel Archives Reading Room, you must first complete this form. Permission will be granted on a daily basis, so a new application needs to be completed for every day that you wish to take photographs. Please note that is also essential that you keep a note of the items you have photographed. This list must be handed to the Caroline Skeel Archives Reading Room Supervisor before you leave at the end of the day.

### In order to ensure that copies are taken with minimal risk of damage to documents, the following conditions apply:

- ✓ It is your responsibility to ensure that your copying is in accordance with current copyright legislation. Please note that different regulations apply to published and unpublished materials and to text and images.
- ✓ Users are permitted to copy up to 5% of published and unpublished works.
- Photographs should not be taken of photographs or illustrations without first checking the copyright status.
- ✓ No flash and no tripods may be used.
- Please take special care when positioning items for photography.
- No documents identified by the Archivist as being at particular risk of damage may be copied in this way.
- Queen Mary, University of London will not accept responsibility for the quality of copies made by self-service photography.
- ✓ Photographs are taken at your own risk.

Further clarification is available from the Archives Reading Room Supervisor or the Archivist.



#### (Please complete in BLOCK CAPITALS)

Title:
Last name:
First name:
Email:
Tel:
Address (permanent):
Postcode:
rosicode
Country:

### Copyright declaration/Conditions of Use:

- ✓ I have not previously been supplied with a copy of the same material by the library or any other librarian/archivist.
- ✓ I will use the copy for research/private study and non-commercial use only and will not supply a copy of it to any other person.
- ✓ If unpublished: To the best of my knowledge, the work has not been published before being deposited at the library and the owner has not prohibited copying of the work.
- ✓ If published: 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 indemnify Queen Mary, University of London for any loss due to infringement of the conditions above.

Signature:	 	 	 ٠	 	 	 	 	 	
Date:	 	 	 	 	 	 	 	 	

#### Continue overleaf

Please list the file references or describe the items photographed below. Give the collection name and file reference number or if not available the file title, for each file from which you take photographs.

Hand this list to the Archives Reading Room
Supervisor before you leave at the end of the
Day

The Archives reserves the right to amend or alter these rules at any time. Last issued January 2014.