

Use of own Device to Create Digital Images

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 require the copy for the purpose of research for a non-commercial purpose or private study, I will not use the copy for any other purpose and I will not supply a copy of it to any other person.
- (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) I agree to abide by the principles of data protection legislation 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.....

Signed..... Amount paid.....

Date..... Reader's ticket number.....

Document reference/barcode	Number of documents	Number of photos	Item description/book title	Part copied
	1	1	<i>Letter from John Parkinson re estates in Aldborough</i>	<i>Whole document</i>



TERMS FOR USE OF OWN CAMERA

- 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 allows copies to be made for personal and private use only. Copies must not be passed to third parties, exhibited, or published in any way (including on a website or social media). Different copyrights apply to different items and the copyright in many of our items does not expire until 31st December 2039. Printed items may also be in copyright until 70 years after the death of the writer. It is the responsibility of the researcher to determine whether an item can be legally copied.
- Photography should take place at the reading room table with no re-arrangement, or standing on, 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 melinex sleeves 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 and cameras should be operated in silent mode.
- No photographs should be taken of the staff, reading room, or of other researchers.
- Mobile phones and I-Pads are allowed on the same terms as cameras. Scanning devices which require physical contact between the object and the document are not permitted.
- Researchers must complete an Own Camera Form and sign the Copyright (and Data Protection) declaration. The researcher should also record on the form accurate citations for all items photographed. When completed, the full form should be handed in to a member of staff and a copy will be given to the researcher.
- Researchers are requested to use the slip provided by MSC staff to show the details of each item being photographed as part of the captured image. These citations will be needed if requesting permission for publication quality images or for publication.
- Fragile items or items which may require specialist handling, tightly bound volumes, items under 100 years old which are subject to data protection legislation, and some collections are at present excluded from the own camera scheme. We can usually offer an alternative form of copy for these documents. The researcher should ask staff for further advice.