Self-Service Photography

*Using your own camera to take images*

**PLEASE READ CAREFULLY BELOW, SIGN OVERLEAF, AND PRESENT AT RECEPTION FOR PAYMENT.**

You may photograph material using your own digital camera or camera on a mobile telephone provided you observe the handling and copyright regulations, summarised below.

**Fees – Please tick the correct amount below:**

- Daily: £5  □
- Weekly: £10 □
- Monthly: £25 □

**Handling and Collection Items**

Please take care handling all items in our collections, particularly items printed before 1901. Please adhere to the handling guidelines detailed in the ‘Handling Guidelines’, using book cushions and/or snake weights as appropriate. If you require advice, please ask at the Enquiry Desk between staffed hours.

**Copyright and Collection Items**

It is an offence to break copyright law. It is your responsibility to ensure that your copying is legal. A poster summarising current legislation on copyright law can be found in library services, and detailed information can be found at uklaca.org (UK Libraries and Archives Copyright Alliance). Library staff cannot offer legal advice. If material is in copyright, you may make a single copy for the purpose of private study or research for a non-commercial purpose. Users must not:

- Copy more than a fair and reasonable proportion of an item in copyright, unless the copyright holder has authorised you to do so;
- Make multiple copies, unless the copyright holder has authorised you to do so;
- Put digital copies on a network (which includes the internet), unless the copyright holder has authorised you to do so.

Gladstone’s Library’s collections are subject to a variety of copyright restrictions; reproduction and/or making material public is therefore not permitted unless a licence form has been completed and signed, to indicate that appropriate rights clearance checks have been performed.
Please tick to indicate your consent to the following:

- **Images of collection items**: No restricted item is to be placed on a copier or any other device. Restricted items can be photographed with a mobile phone or tablet only. DSLR and other high-resolution devices, such as hand-scanners, are not permitted. Medium and high-resolution images can be obtained by completing a reprographics and/or licencing form.

- **Copyright and Collection Items**: I confirm that any photographs or images that I take are for private research purposes only. I will not reproduce or make them public in any way.

I have read the above conditions and agree to adhere to handling or copyright regulations.

NAME (please use capital letters): …………………………………………………………………

READER/PLUS CARD NUMBER OR RESIDENT ROOM………………………………..

HOME ADDRESS…………………………………………………………………………………………

PHONE NUMBER…………………………………………………………………………………………

SIGNED: ………………………………………………………………………………………………..

DATE (dd/mm/yyyy)……………………………………………………………………………..

OFFICE USE ONLY:

PAYMENT METHOD: *Cash/Card/Room Charge (circle/delete)*

PAYMENT DATE (dd/mm/yy): ____

RECEPTION NOTIFIED Yes/No

DATABASES UPDATED DATE: (dd/mm/yy): ______

STAFF INITIALS: ____________ SIGNATURE: __________________________

Please note that for security purposes, all request and reprographic forms are stored in electronic and hard copy for seven years from date of signature. Information requests should be submitted to louisa.yates@gladlib.org.