

Name...............................

Date.................................

Valid Until…………………

**Canterbury Cathedral Archives and Library**

**Self-service photography permit**

**Conditions:**

*Procedures:*

* The cost is £12 for a full day permit and £6 for a half day (up to 3 ½ hours), including VAT.
* We reserve the right to refuse self-service photography.
* The service is limited to assigned seats within the reading room.
* Permits should be pre-booked. Availability is subject to capacity.
* All items should be pre-ordered with 24 hours’ notice, unless in exceptional circumstances
* Please do not disturb other readers.
* It is not possible to photograph some items, as detailed on the ‘Self-service photography exclusions list’.
* Approval needs be sought from the reading room supervisor for each item before being photographed.

*Taking photographs:*

* No tripods, stands or handheld scanners are allowed.
* No flash may be used; the photographic device must be in still mode and on silent.
* No amendments to lighting or seating can be made. Standing on chairs or stools is not allowed.
* Handling guidelines must be followed at all times.
* Items must not be removed from polyester sleeves.

*Copyright and legal issues:*

* This service is allowed according to the provisions of current copyright, data-protection and privacy laws.
* We advise that no more than 5% of an in-copyright item should be copied.
* The use of copies for print publications, or for publication on a website, exhibition or broadcast, or for any commercial purpose requires written permission.
* Publication-quality images can be ordered through our copying services.

**Exclusions list:**

**Items which cannot be photographed include the following:**

* Items for which good photographic, microfilm or digital copies are already available. Please check with staff.
* Material being consulted by others in the reading room
* Computer screens
* Microfilm screens
* Any items including material earlier than 1500 in date
* Fragile or vulnerable material, as advised by Archives and Library staff
* Architectural plans of the cathedral and precincts
* Any collections for which copying restrictions apply
* Any other exclusions as may be advised by staff

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| **Agreement:**   * I agree to abide by the conditions listed overleaf. * I understand that if the copyright declaration I make is false in a material particular the copy taken by me will be an infringing copy and that I may be liable for infringement of copyright. * I undertake that the copies listed below will be used only for private study or research. * I will not supply a copy of them to any other person. I have not previously been supplied with a copy of the same material by you or any other librarian/archivist. * To the best of my knowledge no other person with whom I work or study has made, or intends to make at about the same time as this request, a request for substantially the same purpose. * If these copies are required for publication or any form of reproduction (including any use on a website), I have applied or will apply separately for permission to reproduce them.   Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_  E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of permit applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Data Protection** Your personal information will be used only for the administration of copyright within the Archives and Library service and will be held in accordance with relevant data protection legislation (including GDPR and the Data Protection Act 2018)) and the Cathedral’s Data Protection Policy. Our Privacy Notice is available on the Cathedral website ([www.canterbury-cathedral.org/about/privacy](http://www.canterbury-cathedral.org/about/privacy)) and in hard copy at the Reception Desk.  If you have any questions or complaints about how we use your personal information please contact the Data Protection Office ([dpo@canterbury-cathedral.org](mailto:dpo@canterbury-cathedral.org)). |
| I apply to make a digital copy of the material specified below.  Each item requires staff approval before photography.   |  |  |  |  | | --- | --- | --- | --- | | Item reference | Description | Date of item | Staff approval | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |