Kingston Heritage Service Reproduction Request and Copyright Form Publication or commercial use



Customers seeking to reproduce items held by Kingston Heritage Service for publishing (including on-line publishing), broadcast or other purposes not associated with private study and research are required to complete this document.

You must comply with the regulations contained in the leaflet Reproduction Services

				-		
Name:			Telephone:			
Organisation/Company:			Email:			
Address:			VAT No. (if applicable):			
Items for which copies are requested						
Reference	Description		Format		Proposed use	Fee
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Photocopy	Scan	Self service photograph		(office use)
		1				
Purpose Required Proposed use of reproduction (e.g. Book illustration, Title of publication/programme/film/other Author/director/producer Estimated resale price			television programme) please specify Publisher/media company/manufacturer Approx. date of publication/broadcast/release			
Rights Required						
Language(s) Colour/Black and White			Region (UK, worldwide, one country) Print Run/ Length of license			
Declaration: I have read the terms and conditions (overleaf) and I agree to abide by them and understand that permission will be withdrawn if any part of them is infringed.						
Signed:			Date:			
Electronic su	ibmissions will be considere	ed signed and	d dated a	s per the ema	il date.	

Kingston Heritage Service

Terms and Conditions

- 1. Please supply me with a copy/copies of the items listed overleaf which are judged by me not to be an infringement of copyright.
- 2. I declare that:
 - (a)I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.
 - (b) (for unpublished works only) to the best of my knowledge the work has not been published before it was deposited with Kingston Museum and Heritage Service, and the copyright owner has not prohibited copying of the work.
 - (c)(for 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 about the same time as this request a request for substantially the same material for substantially the same purpose.
- 3. I have read the accompanying leaflet *List of charges and fees* and agree to the relevant scale(s) of charges for the work I require to be undertaken.
- 4. I have read the accompanying leaflet *Reproduction Services* and agree to conditions set out therein.
- 5. No further copies or use may be made of material supplied to the applicant by Kingston Heritage Service except solely for the purposes originally declared in the application. They may not be reused without permission, or supplied to any other person.
- 6. On the publishing or broadcast date a complimentary copy of each publication, broadcast or product must be forwarded to Kingston Heritage Service for record purposes.
- 7. With the exception of reproductions used in advertising the following acknowledgement must appear in either immediate proximity to the reproduction or in the section devoted to acknowledgements: By permission of Kingston Heritage Service.
- 8. I understand that, as Kingston Heritage Service may not be the owner of all the rights in the material supplied, it is my responsibility to ensure that all necessary rights to publish (including on-line publishing) or broadcast are properly cleared in advance at my expense.
- 9. I understand that if the declaration is false in a material particular the copy supplied by you to me will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

In addition for self-service photography

- 1. I accept full responsibility for any injury to persons or damage to property caused whilst using the facilities
- 2. I acknowledge that Kingston Heritage Service shall have no liability, however arising, from any photography, filming, reproduction, publishing (including on-line publishing) or broadcast of Kingston Heritage Service material by me and I indemnify Kingston Heritage Service in respect of all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto arising from such activities.

Notes

- Some records for reasons of size, format or condition are not suitable for reproduction and orders
 can only be accepted at the discretion of Kingston Heritage Service. Particularly in the case of
 documents larger than A3 size (mainly maps and plans) it is essential to consult a member of staff.
 Inevitably the quality of copies will vary according to the age and condition of the documents
 involved. Every effort will be made to obtain the best copy possible having respect for the safety of
 the document involved.
- 2. Kingston Heritage Service cannot accept responsibility for mistakes that arise from incomplete or imprecise instructions.

Kingston Heritage Service will treat all your data in accordance with the General Data Protection Regulations (2018). We will not share or disclose your data with any other third party without first obtaining your consent, nor use it for any other purpose than which it was collected. For more information, please see the Privacy Statement, available on the Council website.

For office use only