

UEA Archives & Special Collections

Application for Self-Service Photography

- To obtain permission to photograph archive and special collections material in UEA 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 it is also essential that you keep a note of the items you have photographed.
- This list must be handed to the Archives Reading Room staff 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 and with the specific copyright restrictions imposed on a particular archive. Please note that different regulations apply to published and unpublished materials and to text and images.
- ✓ Archives staff will inform you of any additional copyright restrictions imposed on archive material. It is your responsibility to check before copying.
- ✓ Unless otherwise advised (as above), users are permitted to copy an amount under *Fair Dealing* for research/ private study and non-commercial research
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- ✓ No flash 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.
- ✓ UEA 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 staff:
archives@uea.ac.uk Tel 00 44 (0) 1603 59 3491

(Please complete in BLOCK CAPITALS)

Title:

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Email:.....

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- ✓ I indemnify University of East Anglia for any loss due to infringement of the conditions above.

Signature:.....

Date:.....

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