

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

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 _____



The Chapter of Canterbury is a data controller under the Data Protection Act 1998. This information is being collected solely for the purposes of administering and monitoring copyright.

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