

LICENCE
to take PHOTOGRAPHS in the
KING'S COLLEGE ARCHIVE READING ROOM

To be completed in duplicate

NAME:

ADDRESS:

EMAIL:

TEL:

The above named reader, having paid the relevant fee, is permitted to take photographs of archive and other special collections materials in the reading room, during

_____ (DATES¹)

in compliance with the policy overleaf.

Signature of archivist

Date

CERTIFICATION:

I have read the information about copyright on the King's College website and agree to abide by the terms of the Designs, Copyrights and Patents Act (1988). I declare that my copies are for my own private, non-commercial research use only and that I have not previously made or received a copy of the material. I undertake not to sell, share, circulate or further reproduce the copies without permission of both the College and the copyright holder.

Signature of photographer

Date

¹ Three months maximum

ADVANCE NOTICE. To take more than a couple of photographs you must notify the Archive Centre when you make your booking.

ORIGINALS ONLY. You will not be permitted to photograph documents for which we own only copies and not the originals.

To photograph manuscripts by TS ELIOT you must obtain permission from Faber and Faber prior to your visit.

Your camera, phone or device must be absolutely **SOUNDLESS**; the archivists will check this before you begin. You will not be permitted to use a device that makes any sound.

CAREFUL HANDLING. Document preservation takes priority over imaging. In addition to the Reading Room regulations (present on the reading room tables):

- Do not force tightly-bound volumes open at the binding edge.
- Do not open volumes flat onto the tabletop.
- Obey archivist's instructions about bookrests and/or weights, and handling.
- Please do not drop your device onto the documents. If your device has a strap, put it around your neck.
- Do not rest your device on any documents at any time.

LIGHTING. Your device's flash must be turned off. Documents must be left flat on the tabletop and volumes must be left on bookrest wedges. Items must be photographed on the tables and not on the windowsills. You must use existing reading room lighting.

NO TRIPODS, SCANNERS including scanning apps and/or hand-held scanners, or device stands are permitted.

Every image must include the full **COPYRIGHT NOTICE CARD**.

Check that your images provide **LEGIBLE TEXT** and that you know the **REFERENCE NUMBERS** of the documents imaged.

FEE

Fewer than ten photographs per day: Free

More than ten photographs on any one day: £5 per licence which lasts for the duration of your visit. This includes the first 15 files each day, after which there is a cost of 50p per file or volume fetched (whether or not you take photographs from it).

VAT at 20% will be added as appropriate.

Our privacy policies are published at <http://www.kings.cam.ac.uk/about/data-protection.html>. For data protection questions or concerns please contact the College Data Protection Lead at foi@kings.cam.ac.uk or Patricia McGuire, Archivist, King's College, Cambridge CB2 1ST, (+44) (0)1223 (3)31444 in the first instance.

King's College is required to comply with disclosure legislation under the Freedom of Information Act (2000).