



UCLAN Learning and Information Services Special Collections

Image Request and Copyright Declaration Form

Name email address/UCLAN username.....Receipt No.

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Postcode.....

Choose statement 1. or 2. and delete as appropriate

1. Please supply me with a copy of the items listed, required by me for the purposes of research or private study.
2. I wish to photograph the items listed as they are required by me for the purposes of research or private study.

In making this request and signing this document I declare that I have read, understand and agree to the terms of the Copyright Declaration as laid out below. I have also read and understood and agree to the charges and conditions as described in the document **Copying and Photography in the Special Collections** available online at http://www.uclan.ac.uk/information/services/lis/copies_photography.php

Copyright Declaration

(a) Unless third party Copyright is extant, copyright in images of materials owned by UCLAN LIS Special Collections is owned by UCLAN LIS Special Collections.

(b) I require the copy for purposes of non-commercial research or private study only and will not use it for any other purpose.

(c) Where third party copyright exists in the original

- (i) I have not previously been supplied with a copy of the same material
- (ii) I will not supply a copy of it to another person nor publish it on any website
- (iii) (for unpublished works only) to the best of my knowledge, no work listed has been published at any time before the records were deposited in the UCLAN LIS Special Collections nor has the copyright owner prohibited copying
- (iv) (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 or about the same time as this request, a request for substantially the same material for substantially the same purpose

(d) Where copyright in the original is owned by UCLAN LIS

- (i) I will accompany any use of the image or its content with the attribution UCLAN LIS Special Collections
- (ii) I will not modify the work nor use it in a context that conflicts with the moral rights of the creator

I understand that if this declaration is false in any material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

I also understand that I shall become Data Controller responsible for compliance with the Data Protection Act 1998 in relation to any processing of personal data (information, facts or opinions, relating to an identifiable living person) obtained from copies supplied and made.

Signature Date.....

I understand that my details will not be used or retained beyond the fulfilment of this request, any information you provide will be held securely and in accordance with the Data Protection Act 1998 and Freedom of Information Act 2000.

