

Permission to photograph mss etc. using phone/camera etc. form: procedures



This form is used by readers who wish to photograph pages of manuscripts or books (generally out of copyright material). The material is assessed by a Duty Librarian who signs off on permission for the reader to capture the material on his/her phone or notepad.

1. The reader selects the material he/she wishes to capture; the Duty Librarian assesses the condition of the material and its copyright or ownership status.
2. The reader completes the form which contains a copyright declaration and the Duty Librarian countersigns, granting permission for photography.
3. The form is copied and a copy given to the reader.
4. The Library copy is used to record the photographer's name and the number of items photographed on a spreadsheet. The data are anonymised and used for statistics purposes. No other personal data are held on the spreadsheet.

Retention Schedules for Permission to photograph mss etc. and records:

- 1** Forms are retained for 7 years for statutory purposes and thereafter securely shredded.
- 2** The spreadsheet data are deleted on a rolling basis, after three years.

Version 3, S. Fitzpatrick, Librarian

8 May 2018

Reviewed August 2019