



VALENCE HOUSE
a place of discovery

**Archives and Local Studies Centre
Self-Service Photography Copyright Declaration Form**

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I have read and agree to abide by the terms and conditions of the LBBB Archives and Local Studies Centre Self-Service Photography (overleaf) and I understand that if this declaration is false in a material particular the copy obtained by me will be an infringing copy and that I shall be liable for infringement of copyright. I declare that the information I have provided is true and I consent to its use as described in the Data Protection notice below.

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Date.....

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Material photographed:

Document reference:	Description

Self-Service Photography Rules:

1. Flash photography is not permitted.
2. Care should be taken when handling all material and photography is only permitted where there is no risk of damage to the original.
3. Each item to be photographed must be approved by a member of staff.
4. Staff reserve the right to prohibit photography if they believe it may cause damage to the item, or the item may not lawfully be copied under current UK Copyright or Data Protection legislation.
5. Images must not be published in any form without seeking permission from the Barking and Dagenham Archive and Local Studies.
6. No more than 5% of any book, or a single chapter or article from any journal or periodical still in copyright may be photographed.
7. Personal scanners may not be used.