

# Photography Form

## Photographs for Private Study & Research

**This form must be completed before taking any photographs.**

Permission to photograph any item is at the discretion of library staff on duty, and you must observe our guidelines on handling. In brief:

- Handle all material with care
- Keep material in its protective sleeves
- You may not press down, force open, rearrange or manipulate items to get a better shot.
- No flash, tripods or personal scanning equipment are allowed

Full handling guidelines can be requested from staff.

**Reproduction of images**

Images for any form of publication or reproduction (including websites and presentations) must be requested from our image supply service who will be able to inform you of possible copyright issues and fees, and provide permission for image use. Please speak to a member of staff or email

[library@rhs.org.uk](mailto:library@rhs.org.uk)

**Make sure your photography is legal**

Taking a photograph = making a copy. Most of the materials held in RHS Libraries are protected by copyright. It is your responsibility to keep within it.

See the Copyright Licensing Authority's CLA website (<http://www.cla.co.uk>) for current copyright legislation. The British Library's Business and IP Centre highlights 1 chapter or 1 article or 5% of the whole publication may be copied under the UK's Fair Dealing concept.

The principles of the General Data Protection Regulation (GDPR), 2018 may apply to the use of any information relating to living individuals obtained from our collections. Current UK data protection laws must be complied with. For guidance on GDPR see [www.gov.uk](http://www.gov.uk).

<b>DECLARATION</b>	
I understand that photography of Library materials is subject to the following conditions:	
<ul style="list-style-type: none"> <li>• All items photographed must be listed (including page/reference numbers where applicable)</li> <li>• These photographs will only be used for personal private study for a non-commercial purpose</li> <li>• These photographs will not be copied or shared with any other person</li> <li>• These photographs will not be published in print, exhibited, or posted on the Internet</li> </ul>	
General Data Protection Regulation (GDPR) / Copyright Licencing Authority (CLA): The information you provide to us will be held securely by RHS Libraries under GDPR compliance and as advised by the CLA. The RHS Privacy Statement is available on our website: <a href="https://www.rhs.org.uk/privacy">https://www.rhs.org.uk/privacy</a>	
Name (please use capitals)	
Signature	Date
Address	Email
	Telephone

Please write the details of the pages photographed on the next page

