

# Library and Archives

Application for permission to publish

**Section A: Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:[Block capitals] |  | Organisation: |  |
| Address: |  |
| Email: |  | Telephone: |  |

**Section B: Details of images required**

□ Library material: Author / Title / Publication date / Chapter and page numbers

□ Archive material: Document reference (e.g. MS0023) / Document description and date

|  |
| --- |
|  |
|  |
|  |

**Section C: Your publication**

|  |
| --- |
| **Type of publication (please tick one)** |
| Book □ | Academic journal / newspaper □ | Exhibition □ |
| TV or film □ | DVD, CD or other media type □ | Website □ |
| Other □ (please specify) |  |  |
| **Purpose and rights required (please tick one)** | Academic / not for profit □ | Commercial □ |
| One country, one language □ | World rights, one language □ | World rights, all languages □ |

|  |
| --- |
| **Publication details – books, academic journals, newspapers etc.** |
| Publication title: |  |
| Author: |  | Publisher: |  |
| Publication date: |  | Print run: |  |
| **Broadcast / Exhibition / Event details**  |
| Title and description  |  |
| Producer/Director/Company |  | Release date: |  |
| Location of exhibition / event: |  | Duration: |  |
| Website URL: |  |
| Additional information if required: |  |

**Section D: Important information and declaration**

|  |
| --- |
| * Publication includes the use of copies as illustrations in books, journals, and for television, film, video, CDs, exhibitions, posters, websites and public lectures etc.
* Where items are still in copyright, it is the responsibility of the applicant to gain the permission of the copyright holder before a copy is published and/or to carry out due diligence and/or obtain an orphan works license. Staff may be able to advise you but are unable to complete the work directly
* Please note: the owner of the copyright may be different from the owner of the item and as a result it may be necessary to gain the permission from more than one party
* All items must include the credit **‘From the Library of the Royal College of Surgeons of England’** or **‘From the Archives of the Royal College of Surgeons of England’**
* Permission is only granted for the purpose described above. If subsequent reproduction is required, you will need to seek further permission to publish
* Charges or other conditions may apply for the reproduction of images - £15.00 for library material
 |

|  |
| --- |
| **Please note, if permission to publish the above item(s) is to be granted, you will be required to:*** Obtain permission from the owner of the item, and (if applicable) the copyright holder
* Use the item(s) requested for the specified purposes only
* Make acknowledgement to the Royal College of Surgeons of England Library and Archives

I understand, and will abide by, the conditions of use as detailed above. I understand that if this declaration is false, the copy you have supplied to me will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.**Signed:** **Print name:** **Date:**  |

The information you have provided will be handled in accordance with the General Data Protection Regulation (GDPR), and will not be used for any other purposes, unless consent has been received for other uses. This copyright declaration form will be retained for six years to meet statutory requirements and then destroyed.

**LIBRARY USE ONLY**

|  |  |  |
| --- | --- | --- |
| Permission to publish granted: Yes □ No □ | Images sent: Yes □ No □ | Date:  |
| Granted permission by: | Fees agreed: | Payment received: □ |
| Other conditions agreed:  |