

Copyright and Creating Copies

We allow copying under the terms of fair dealing. Normally, this means one copy of a document or part of a publication for non-commercial research and private study. There is a list of restrictions on our website, linked below.

If you are making copies please talk to a member of staff about each item you wish to copy, so they can let you know if you have permission to do this.

For items that are in copyright, we need you to acknowledge, in writing, your responsibility to comply with legal requirements (see declaration below).

You will need our consent if you wish to publish any copy that you have. This includes sharing via social media, websites or the internet.

Please talk to a member of staff and/or email archives@gloucestershire.gov.uk.

You can see our copying policy/procedures at www.gloucestershire.gov.uk/archives/policies.

Copyright Declaration

I have taken a copy of the item(s) overleaf, which is/are required by me for personal research. I declare that:

- a) I have not been supplied with a copy of the same material by you or any other librarian or archivist.
- b) I will only use the/each copy for my personal research or private study and will not supply further copies to any other person, persons or organisation.

And for any copies of published works I also declare that to the best of my knowledge:

- c) The work had not been published prior to the document being deposited in your archive and the copyright owner has not prohibited copying of the work.
- d) No other person with whom I work or study has made or intends to make, at or about the same time as me, a request for copies of largely the same material for essentially the same purpose.

I understand that if any of the details in this declaration are false the copy or copies concerned will infringe copyright and I shall be liable for this.

Name (in block capitals): _____

Address: _____

_____ Postcode: _____

Tel no. _____ E-mail: _____

Signature*: _____ Date: _____

***This must be the signature of the person making the declaration. If you are ordering copies on behalf of a third party you should enter that person's contact details/obtain their signature.**



Data Protection Act 2018. Gloucestershire Archives collects your personal information when you take copies of documents in copyright. This information is collected for the administration of Gloucestershire Archives and will not be shared with anyone else. However it may be provided to other Record Offices and Archives for security purposes if required. If you have a query or concern regarding this, please contact the County Archivist on 01452 425295

Self Service Copying

Please use this page to record the document reference of each copy that you have made. In the case of post war Ordnance Survey maps, you can make up to 4 copies of the same map extract. Each individual copy should be no larger than A4 size.

1	_____	21	_____
2	_____	22	_____
3	_____	23	_____
4	_____	24	_____
5	_____	25	_____
6	_____	26	_____
7	_____	27	_____
8	_____	28	_____
9	_____	29	_____
10	_____	30	_____
11	_____	31	_____
12	_____	32	_____
13	_____	33	_____
14	_____	34	_____
15	_____	35	_____
16	_____	36	_____
17	_____	37	_____
18	_____	38	_____
19	_____	39	_____
20	_____	40	_____

Please hand this form to a member of staff at the Document Control desk. For your own records please maintain a list of the references you have copied.