**Application for supply of digital image files from the photographic collections housed in the Philip Richardson Library at the Royal Academy of Dance:**

**For Personal Use Only**

# **Section A: Applicant’s Details**

Please note that personal details are only collected to enable us to fulfil orders and will not be used for any other purpose. In order to comply with UK copyright regulations your details will be held securely on file for 7 years and will only be disclosed in the event of a copyright infringement dispute. The RAD Privacy Statement is available at <https://www.royalacademyofdance.org/privacy-notice#library---archive-services>

Name: Click here to enter text.

Library/RAD membership no. (if applicable): Click here to enter text.

**or**

full address:Click here to enter text.

Contact tel no: Click here to enter text.

E-mail: Click here to enter text.

**Section B: Details of Images Requested**

(To be completed by Library Staff)

**Collection** (e.g. GBL Wilson; RAD Archives; Personalities etc.):Click here to enter text.

Box No. or Name:Click here to enter text.

Ref no. or description:Click here to enter text.

Photographer/Copyright Owner: Click here to enter text.

Total no. of images supplied:Click here to enter text.

Location of digital files: **S:\Library\06 Library Services\Enquiries\Photo images\Images\**

Click here to enter text.

**Section C: Terms & Conditions of Supply**

Supply of these digital image files is granted according to the following terms & conditions:

1. Supply of these images is for the purpose of non-commercial research or private study only.

2. Download or reproduction of the images is limited to the personal use or private education purposes of the applicant named above. Copies may not be made, distributed, shared or made publically available by any means.

3. The applicant is responsible for establishing any copyright implications and obtaining permission from the appropriate rightsholder(s), for any use of the material that exceeds the limits normally permitted within the boundaries of fair dealing for research and private study.

4. The applicant will inform the Philip Richardson Library at the Royal Academy of Dance of any changes in the proposed use of the images that would exceed the boundaries of fair dealing for research and private study.

5. The applicant agrees to pay the appropriate charge for supply of images.

6. The applicant agrees to acknowledge the Royal Academy of Dance as the source of the images.

# **Section D: Customer Declaration**

I confirm that I have not previously been supplied with a copy of the same material by you or any other librarian and to the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose. I understand that if this declaration is false, I shall be liable for infringement of copyright

I confirm my application for the above material and have read and understood the terms and conditions of supply.

Date: Click here to enter a date.