



Camera User Registration Form

Northumberland Archives users are able to use their own photographic equipment to make copies of certain classes of record within the Study Centre at Woodhorn. Full details of which classes of records may be copied are available in our **Guidelines For Photography Within The Study Centre**.

If you wish to register to use your own camera equipment in The Study Centre please complete and sign this form:

Personal Details

Name:

Address:

.....

Telephone Number:

E-mail Address:

Woodhorn Card Number:

Date:

Declaration

I understand that any copies made by myself are for the purpose of research or private study and declare that:

1. I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.
2. I will not use the copy except for private research or private study and will not supply a copy of it to any other person, unless prior written permission has been obtained from Head of Collections, Woodhorn.
3. To the best of my knowledge no other person with whom I work 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.

Signature

† This must be the personal signature of the person making the request. A stamped or typewritten signature, or the signature of an agent is NOT acceptable.

General Data Protection Regulations 2018: The personal details recorded on this form will be retained by Northumberland Archives solely in connection with your request to register to use your personal camera and will not be disclosed to a third party without the consent of the individuals concerned. Our full Privacy Notice is available at www.northumberlandarchives.com

Staff Use

Camera equipment checked: YES/NO

Reviewed May 2018