



Northumberland Archives TRANSCRIPTION FORM

Purpose

Most of the records kept by Northumberland Archives are held on deposit which means that they remain the property of the person or organisation depositing them. Northumberland Archives therefore has a duty to protect the copyright and ownership rights of the depositors. We therefore require all persons making transcriptions of documents in our care to complete a Transcription Form.

Declaration

I wish to undertake the following transcript/index:

*1. for the Northumberland Archives and give them permission to reproduce it commercially in any format

*2. for my own personal use. I agree to provide the Archives Service with two complimentary copies of the transcription and understand that if, in the future, I wish to reproduce it commercially; I must inform Northumberland Archives and seek permission from the owner of the document.

*3. I intend to reproduce it commercially. I understand that I must seek permission from the owner, provide evidence of this to the Northumberland Archives Service and provide the Service with two complimentary copies of the transcription.

*Please delete as appropriate **

Signed:

Print Name:

Date:

Permission

*Please delete as appropriate **

- The right to allow permission to publish has been assigned to the Northumberland Archives Service and it is agreed that this right be granted

Signed:

Date:

Telephone no.

*The right to allow permission to publish has not been assigned to the Northumberland Archives Service. A letter of permission from the owner of the above document is therefore appended to this form.