

# BT Group Archives

## Reproduction Application

BT Group Archives requires customers to gain permission prior to reproducing items held by BT Group Archives for publishing or broadcast, including online. Requests are subject to conditions identified in Photography and Reproduction Information. Please complete this form to indicate your agreement to the following terms and conditions. Details of costs are given in Supply and Reproduction Charges.

### Declaration

- 1) I / we wish to reproduce the items listed overleaf for the non-commercial purposes described.
- 2) I / we have read and understood the terms and conditions set out in the accompanying Photography and Reproduction Information and I confirm my acceptance of them.
- 3) I / we have read the similarly accompanying leaflet Supply and Reproduction Charges and agree to the relevant scale(s) of charges.
- 4) I / we understand that, as BT may not be the owner of all the rights in the material supplied, it is our responsibility to ensure that all necessary rights to publish (including online publishing) or broadcast are properly cleared at our expense.
- 5) I / we acknowledge that BT shall have no liability however arising from any photography, filming, reproduction, publishing (including online publishing) or broadcast of BT Group Archives material, and indemnify BT in respect of all claims arising from such activities.
- 6) I / we agree to assign to BT free of charge any publication right to which I / we become entitled by virtue of the publication of any material held by BT Group Archives.

|                                                                                  |                          |
|----------------------------------------------------------------------------------|--------------------------|
| Name of applicant ( <i>organisation or private individual</i> )                  |                          |
| Address                                                                          | Telephone                |
|                                                                                  | Email                    |
| Name of person authorised to sign on its behalf ( <i>if a company or agent</i> ) | Position in organisation |
| Signature                                                                        | Date                     |

**Items requested**

| Finding Number | Description<br>(if detail, indicate which part) | Colour or<br>b/w | Whole or detail |
|----------------|-------------------------------------------------|------------------|-----------------|
|                |                                                 |                  |                 |

**Reproduction details**

|                                                                      |                                                   |
|----------------------------------------------------------------------|---------------------------------------------------|
| Title of publication / programme / film / other                      | Publisher / media company / manufacturer          |
| Author / director / producer                                         | Approx. date of publication / broadcast / release |
| Proposed use (eg book or website illustration, television programme) |                                                   |
| Quantity for resale or distribution                                  | Countries covered by distribution                 |

**For office use only** (RT 479)

|                      |  |                |          |
|----------------------|--|----------------|----------|
| Application received |  | Accepted       | Yes / No |
| Enquiry number       |  | Invoice issued | Yes / No |
| Accepted by          |  | Invoice number |          |