

USE OF MATERIAL FROM THE AYLSHAM TOWN ARCHIVE

1. REQUESTS

A written request should be submitted to the Town Clerk with full details of the material (manuscript or photographic) to be used and the project for which it is intended. Email requests are acceptable.

The Town Clerk will liaise with the Hon. Archivist on requests and a written response given.

2. CHARGES

- (i) If the publication is for charitable purposes, and any proceeds to be put to a registered charity, trust or other not-for-profit organisation, there will be no charge.
- (ii) If the publication is for commercial use, charges may be applied as appropriate at the discretion of the Town Clerk. Any revenue will be added to the Archive cost centre.
- (iii) Just Aylsham magazine. This is a community magazine and as such it may use any photographs free of charge. The editor or publisher should inform the Town Clerk in writing in advance of their use. In return, articles or images on the web version of the magazine may be made available for the archive.
- (iv) Aylsham Heritage Centre. An electronic copy of the whole photographic collection is stored for use by the public at the Heritage Centre. The Heritage Centre is the 'hub' for printing and selling individual pictures, as ordered by the public. Any requests made direct to the Archive by the public for individual photographs will be referred to the Heritage Centre. The charges made by the Heritage Centre will be reviewed annually in consultation with the Town Clerk and Hon. Archivist. The Heritage Centre will maintain an off-site backup of the image collection for security.

The Heritage Centre will be allowed to copy free of charge any material held in the Archives for any exhibitions or similar that it wishes to stage. Any publications using Archive material that the Heritage Centre may wish to produce will be subject to a charge as appropriate at the discretion of the Town Clerk.

3. ACKNOWLEDGEMENT

In **ALL** cases, acknowledgement should be made that the material has been used “Courtesy of Aylsham Town Archive”. In addition, in the case of a publication or similar a copy will be donated free of charge to the Town Archive.

4. PERMISSIONS

In all cases, permission is given on the basis that no further reproductions will be made.

Adopted Feb 2021

Last Reviewed: Feb 2021

Next Review: Feb 2023