

## Registry of Deeds Archive Service Application for Self Service Photography

Researchers must complete this form to obtain permission to photograph archive material in the Registry of Deeds Archive Service. Permission will be granted on a daily basis, a new application needs to be completed for every day that you wish to take photographs.

### Conditions of Use

- Researchers must consult with a member of staff **prior** to commencing photography.
- No flash, tripods or scanning equipment may be used.
- Volumes must be handled with extreme care. A member of staff will provide you with weights and supports as required.
- Photography must not interfere with or disturb other researchers in any way.
- No photography of staff, other researchers or the building interior is permitted.
- Permission is granted at the discretion of Registry of Deeds staff. Photography of some records may not be possible due to conservation or other considerations.
- Photography is permitted of records older than 100 years for private research only. Photographs cannot be forwarded to a third-party, disseminated for public or commercial use, or published in print or online. Readers are not permitted to photograph large sections of volumes or to capture bulk images for the purposes of conducting legal searches.
- Images may be used in presentations for instruction or teaching purposes provided appropriate acknowledgement is given to the Registry of Deeds and the correct references are cited.

I understand that the Registry of Deeds Archive Service reserves the right to withdraw the facility in the event of any perceived abuse of the service.

I confirm that this request for access is for private research use only. I have read and agree to the Registry of Deeds conditions of use.

Signature:

Date:

Name:

Address:

### References for Items Photographed

References should be as detailed as possible, including series volume, page range and any additional information pertaining to the request.

Series /Book Number	Page Numbers	Additional Descriptive Information

### Office Use Only

Permission is granted to the applicant to take digital images of the document(s) listed above for the personal and private use only.

Approved By: \_\_\_\_\_ Registry of Deeds Stamp:

Date: \_\_\_\_\_