Sheffield Libraries Archives and Information

Photograph Record Form

Donation ☐   On loan ☐   No. of photographs ☐

Donor name:

Donor address:

Donor telephone:

Donor email:

Photograph information (**subjects** - please give as much information as possible - use separate sheets if necessary)

Photograph information (**dates**)

Photograph information (**location** - include street names if possible

Photograph information (**names of people in the photograph** - mark on a photocopy of necessary)

Photograph information (**name of photographer)**

Copyright Terms (name and address of copyright holder if not the donor)

PTO !

Please read the following statements and tick the relevant boxes:

Duplicates

We do not accept duplicate or similar prints for our collections.

1.1) I give permission for Sheffield Libraries to destroy any duplicates ☐

OR

1.2) If any are found to be duplicates of images already held by Sheffield

Libraries I wish them to be returned to me ☐

Quality

We perform a quality check on each image to ensure only those of a high quality are added to the collections (we would not for example retain images that are over or under exposed, feature the backs of peoples heads, include identifiable children, include obstructions such as lampposts or a passing lorry, etc).

2.1) I give permission for Sheffield Libraries to destroy images that fail a

quality check ☐

OR

2.2) I wish to have returned to me any images that fail a quality check ☐

Scanning

The images will, subject to copyright, be scanned and uploaded to www.picturesheffield.com where they will be available at a low resolution for private study and research.

Commercial use

Any income we receive from the sale and use of images is reinvested in the Picture Sheffield service.

3.1) I give Sheffield Libraries Archives and Information permission to grant

commercial reproduction rights and to charge reproduction fees ☐

OR

3.2) I wish all requests for commercial reproduction to be referred to me ☐

Office use:

Original in collection: yes / no (if NO then photocopy original before return and attach photocopy to this form)

Picture Sheffield numbers:

Sequence: small (t) ☐   regular (u) ☐   loans (v) ☐

Negative number ☐

Date received ☐   Date returned: ☐