

The Egham Museum Trust

Copyright Policy

Dates

First Approved: September 2017	Signed (on behalf of TEMT): Date:
Last Approval: February 2021	
Next Review: February 2024	

Introduction

The Egham Museum Trust (TEMT) wishes to encourage the dissemination and use of information about its collection and expertise that it publishes on its website, publications, exhibitions and within the Museum itself. It has a large collection of images and original items that it wishes, where possible, to make available and accessible to all. It does this via displays and through its collection catalogue, both available at the Museum. It also publishes articles on its website and in pop-up exhibitions. Its collections are constantly evolving, and it tries to exhibit them in as relevant a way as possible to contemporary audiences.

Copyright

TEMT is committed to respecting copyright and other intellectual property rights. It makes every effort to protect TEMT's copyright as well as pay attention to copyright in any third-party material, so that it can use and promote its assets fully and safeguard its collections to enrich people's understanding of the past.

TEMT supports and encourages public access to its collection by offering low resolution images or streamed sound and film recordings of works in the collections for reuse under a non-commercial license on its website (www.eghammuseum.org), and social media, where possible.

For all copyright queries, please contact curator@eghammuseum.org.

Internal Procedures

Owning a physical copy of an image or work does not automatically mean that TEMT owns the copyright. It makes every effort to gain copyright or image licences from the creators of images and works when they are donated to the Museum. As such, the Museum endeavours to ensure ownership and permission to use images and works are clearly sought and captured.

Use of Material

- **TEMT-created images**

TEMT often creates new digital images of the Museum, its activities and the object collection for use on its website, social media and other marketing materials. These materials are the copyright of The Egham Museum Trust (© The Egham Museum Trust), unless otherwise indicated.

Images identified as copyright of TEMT may be reproduced by applicants in any format or medium. See Appendix 1 for details.

- **Non TEMT-created images**

An image on TEMT's website, social media, marketing, in a book or an exhibition that it produced, does not automatically mean it owns the rights. Wherever possible, TEMT has in place its own agreement with the rights holder for a specific purpose. For material that is not copyright of TEMT, it is the applicant's responsibility to seek their own permission from the rights holder to use their material.

Commercial Use

Many of the images from the TEMT's collection is available to applicants to purchase digitally and license for use in commercial projects and products. Applicants seeking images that they wish to reproduce on a commercial basis should contact the Museum.

Take-Down Notice for TEMT website

Any third party claiming to own copyright or related rights in any of the material on our website, or in a publication or broadcast to which TEMT has provided material, should contact TEMT without delay.

TEMT undertakes to withdraw the material from its website upon receipt of third party written complaint and its initial verification of that complaint, while the matter is investigated. All complaints will be acknowledged by TEMT within seven working days of receipt.

Links

TEMT welcomes links to its website from other websites providing the links do not imply endorsement of third-party goods or services by TEMT, imply affiliation with third parties where none exists, or otherwise mislead users.

Use of Images of Children

All promotional pictures of children used within TEMT's website, e-communications or printed material have been taken with the permission of the parent or guardian. As part of the permission agreement, the latter will provide consent for their images to be used within TEMT's promotional campaigns for up to four years. After this period, the images will be archived or permission sought to extend the permission agreement.

Privacy Statement

All of the information third parties give TEMT is intended to be private and secure. TEMT does not sell or rent information about its visitors, volunteers or contractors. Under the Data Protection Act 2018 and in line with our Privacy & Data Retention Policy, TEMT follows strict security procedures in the storage and disclosure of information which has been given to us to prevent unauthorised access. TEMT's security procedures mean that it may occasionally require proof of identity before it is able to disclose sensitive information.

By third parties disclosing personal information to TEMT using its website, via its publications, e-communication, printed material or over the telephone, they consent to the collection, storage and processing of personal information by TEMT (see our Privacy & Data Retention Policy for full details).

All questions or concerns about the information that TEMT holds about third parties, should be directed to TEMT.

Appendix 1:

Image Reproduction Information

Non-commercial Use (educational / personal / research):

Applicants are **free** to use images for non-commercial use which can be defined as educational, personal family history, or general research. While images are free for non-commercial usage, TEMT welcomes donations to support the Museum's ongoing costs.

Commercial Use:

Applicants can **purchase** the right to use images for commercial use. See separate pricing list.

Attribution:

The following terms apply:

- If the rights holder is The Egham Museum, you must give appropriate credit, "© The Egham Museum Trust", provide a link to the TEMT's website, and indicate if changes were made in all printed and other requisite acknowledgements.
- If the rights holder is not The Egham Museum, you must identify who this is and gain written permission to use their image. We cannot pass on any permissions to a third party if we our license with the rights holder does not allow it.

Process:

1. Identify images you wish to reproduce and note their reference numbers.
2. Contact the Museum via the Curator with your request
3. Complete an Image Reproduction License form and send along with payment
4. This form will be countersigned and returned along with copies of the requested imaged.