THE VAUGHAN WILLIAMS MEMORIAL LIBRARY
Cecil Sharp House, 2 Regent's Park Road, London NWI 7AY
+44 (0)2074852206 | library@efdss.org | vwml.org

Application for Permission to Reproduce Sound Recordings and Moving Images

This is an application for permission to reproduce sound recordings and moving images taken at or produced by the Vaughan Williams Memorial Library (VWML), including own-made copies.

Please submit this completed form to library@efdss.org

By signing this form, you agree to the following Terms and Conditions:

- Permission to use sound recordings and moving images from the VWML is non-exclusive.
- Any sound recordings and moving image right you are granted is non-transferrable.
- Rights licences are limited to the specified use in the original application. New permission must be sought for revised editions, additional formats, etc.
- It is the requester's responsibility to ensure that all copyright the VWML may not own or not solely own is cleared before publishing or using the sound recordings and moving image(s). You will indemnify the VWML against any claim which may be made against it if you fail to obtain an appropriate consent or fail to abide by the terms of consent.
- You must ensure you are following current copyright legislation, which may restrict the reproduction of certain sound recordings and moving images.
- Where a fee* is payable, permission is granted only after receipt of payment.
- Submitting this completed form does not automatically grant permission to reproduce sound recordings and moving images. Permission will be given or denied in writing, usually by email, after your submitted form is reviewed and payment is made (if applicable). A copy of the license will also be sent to you for your records.
- Full acknowledgement must be made for each sound recordings and moving image used, citing both the reference (if available) and "Courtesy of the Vaughan Williams Memorial Library at the English Folk Dance and Song Society".
- Permission may be withdrawn if any of the above conditions are not met.

*** There will be a charge for some permissions. Any fees will be quoted upon receipt of your application.**

Please choose from the following:

☐ I have a copy of the sound recording(s)/moving image(s) required. Source of image(s):

_____

☐ I have requested a copy of the sound recording(s)/moving image(s) required: Please complete a **Sound Recordings and Moving Image Supply Request Form.**

☐ The sound recordings/moving images I would like to reproduce/publish are my own.

Please select how the sound recording(s)/moving image(s) will be used:

☐ Private use / research

☐ Lecture / presentation / academic conference poster (ie via a QR code)
☐ Thesis
☐ Academic journal
☐ Printed publication (includes books, magazines, etc.) (ie. via a link)
☐ E-book or other online / digital publication
☐ Merchandise or promotional material (brochures, posters, catalogues) (ie. via link or QR code)
☐ Broadcast
☐ Exhibition → ☐ Free entry ☐ Admission charge
☐ Website, app, or social media site → ☐ Freely accessible ☐ Subscription fee ☐ Commercial

Details of image reproduction or publication (Please complete WHERE APPLICABLE)

- **Article (or lecture title):**
- **Publication title (or conference/event title):**
- **Author(s):**
- **Publisher (or venue of lecture):**
- **Date of publication (or date of lecture):**
- **Print run:** ☐ 1-1,000 ☐ 1,001-5,000 ☐ 5,001-10,000 ☐ 10,000+
- **Area rights:** ☐ One country ☐ Worldwide
- **Image use:** ☐ Cover ☐ Internal
- **Website or social media URL:**
- **Exhibition title:**
- **Exhibition venue:** **Date(s):**
- **Broadcast title:**
- **Company:** **First date of broadcast:**
- **Broadcast details:** ☐ UK up to 5 years ☐ Worldwide up to 5 years ☐ UK in perpetuity
    - ☐ Worldwide in perpetuity
- **Merchandise description:** **Company:**
- **Merchandise print run:** ☐ 1-1,000 ☐ 1,000-10,000 ☐ 10,000+

Details of item(s) requested (Please attach an additional sheet if more images are required)

Reference or barcode number (if known)	Details of item (title of track and album/title of film and location of clip OR name of collection and description of recording/moving image)	Price
Examples: **SCD CDA BBC 90** **VDVD 105**	**CD archive project 90 : Lanarkshire. Track 20. Pibroch: The Old woman's Lullaby** **Way of the Morris. Clip from 51:05-57:25**	**£10.00** **£20.00**
		TOTAL: 0

I have read and I agree to the Terms and Conditions of this request form:

Name:		
Address:		
E-mail:	**Telephone:**	
Signature:		**Date:**

The data supplied on this form is used by the VWML for security and copyright purposes and will not undergo any secondary processing. In accordance with General Data Protection Regulation (GDPR), your information will be kept for a period of 5 years, at which point it will be securely destroyed.