

Library & Archives Intellectual Property Terms and Conditions

By accessing the Natural History Museum Library collections and resources, Visitors agree to abide by the following terms and conditions:

- ◆ The privileges granted under this permit are provided at the discretion of the Natural History Museum Library & Archives and may be suspended or withdrawn at any time. Furthermore, the privileges granted under this permit are subject to the provisions of the *Copyright, Designs and Patents Act 1988*, the *Copyright and Rights in Databases Regulations 1997*, the *Copyright and Related Rights Regulations 2003*, *The Computer Misuse Act 1990* and any subsequent amendments. Full texts the above can be found at www.legislation.gov.uk.

VISITORS ARE REMINDED THAT:

- ◆ Intellectual Property laws apply to electronic resources as well as print material.
- ◆ It is an infringement of copyright in a work for a person who without the licence of the copyright owner does, or authorises another to do, any of the acts restricted by the copyright with the whole or a substantial part of a work, subject to the provisions of Chapter III of the Copyright Designs and Patents Act 1988 (acts permitted in relation to copyright works), and (b) the provisions of Chapter VII (provisions with respect to copyright licensing).

ELECTRONIC RESOURCES

- ◆ When using Library facilities to access websites and other online resources such as databases or e-journals to which the Library subscribes, Visitors are obliged to abide by the Museum's IT Policy and any relevant terms or conditions of use for such resources.
- ◆ Databases and e-journals may not be used for commercial research.
- ◆ Failure to abide by the terms of use of any database, e-journal, website or other electronic resource may result in loss of access to electronic resources.

COPYING BY VISITORS

Visitors are permitted to make copies of Items in the Library by using the photocopying facilities located in the Reading Room, or by use of their own photographic equipment, subject to the following conditions:

- ◆ Visitors may not take photographs of the Library Reading Room, Library Staff or Library Visitors.

FOR ITEMS IN COPYRIGHT

Visitors wishing to copy Items protected by copyright, may only do so if:

- a) the copying does not constitute infringement of copyright due to the copying not being of the whole or a substantial part of a work,
- b) the copying is of the whole or a substantial part of a work but the use falls under the provisions of Chapter III of the Copyright Designs and Patents Act 1988 (acts permitted in relation to copyright works). These provisions allow, for example, for fair-dealing with a literary, dramatic, musical or artistic works for the purposes of **Private Study** or **Research for a Non-Commercial Purpose**. As there is no definition in the legislation of what constitutes 'fair-dealing', Visitors wishing to rely on this defence are advised to limit their copying as detailed below:

- ◆ **Unless** Visitors have been given permission by the copyright owner:
 - Visitors may only make single copies of Items.
 - Any digital copies made must not be placed on a network.
 - Visitors must not supply a copy of the Item to any other person.
- ◆ All copies used for **Research for a Non-Commercial Purpose** must be accompanied by sufficient acknowledgement unless this would be impossible for reasons of practicality or otherwise.
- ◆ **Literature:**
Reproductions should not exceed 5% of the whole work, or one chapter whichever is the greater, or one whole article from any one issue of a periodical or journal.
- ◆ **Artwork (including maps):**
In assessing whether their use of an Item is permitted or not Visitors should assess whether the nature and extent of the copying is within the bounds of what is reasonable and appropriate, taking into account the purpose of the copying; generally multiple copying is not regarded as 'fair'; significant financial impact on the copyright owner because of their use would also not be acceptable.

FOR ITEMS OUT OF COPYRIGHT

- ◆ Visitors are permitted to exceed the above limitations.
- ◆ For **published** Items where copyright has expired, copying limits are at the discretion of the Librarian.
- ◆ For **unpublished** Items where copyright has expired, copying limits are at the discretion of the Librarian.
- ◆ For **unpublished** Items - to the best of the Visitor's knowledge the Item had not been published before the document was deposited in the NHM library and the copyright owner has not prohibited copying of the Item.

PUBLICATION OF LIBRARY MATERIAL

- ◆ Visitors must contact the Natural History Museum Library for permission if they intend to publish out of copyright, previously **unpublished** Items for the first time.
- ◆ Any publication of Library material by Visitors must be lawful and be accompanied by the following acknowledgement: *By permission of the trustees of the Natural History Museum (London)*.

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I, the undersigned, have read, understood and agree to abide by the Library & Archives Intellectual Property terms and conditions.

Signed

Date

Name

Membership
Number



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