

**Archives & Special Collections**  
**Request for Use of Digital Camera**

<b>Date</b>	
<b>Title</b>	
<b>Surname</b>	
<b>First Name(s)</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Email</b>	

Items to be photographed (please list every image you take):

<b>Reference</b> including page number if relevant	<b>Description including date and author/creator if known</b> <i>Continue on a separate sheet if necessary</i>

Please outline the reason for the request of copies

I declare that

The work is out of copyright

or

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I will not use a flash

Signed

Date