



Photography of Special Collections Material

Gamble Library

Self-service photography

At the Librarian's discretion you may use your own mobile phone camera or digital camera to take pictures of items from the Gamble Library's special collections. All devices must be hand-held and set to 'silent,' so as not to disturb other readers. Flash photography is not permitted. You must seek permission from Library staff before using any device to take photographs. As with all copying, you must comply with copyright law. The photographs are taken on the understanding that they are for your own private use. Readers wishing to reproduce or publish the images will need to obtain permission through the process described below.

Digital imaging service

The Gamble Library can provide images of items from the special collections for private research or commercial publications. Images will only be provided where the material is suitable for digitization. These services will be provided according to the provisions of current copyright law. Follow the four steps below to request a digital image from library staff.

1. Complete a Form

You may request reproductions of materials from the special collections for private research by completing and returning a 'Digital Image Request Form.' (Appendix 1). If you wish to request reproductions of materials from the special collections for publication, please complete and return a 'Permission to Publish Request Form.' (Appendix 2). We can provide you with a digital reproduction as a JPG or PDF. Files will be shared with you by email or via a file transfer platform, depending on their size. The following charges apply:

JPG or PDF image

First image from each resource in your order (including admin charge per resource) £15

Each subsequent image from the same resource £5

Five images from the same resource £25

If your order contains requests for images from different books/resources the 'first image' charge applies to the first image from each book/resource.

2. Wait for an email quote from library staff

When library staff receive your form they will examine the special collection material you requested a digital image of, and email you to confirm the order and quotation. This may take up to 3 working days.

3. Make your payment

The forms ask how you wish to pay for the image(s) – please tick your preferred payment method. You can pay by:

- Credit/debit card over the phone. Call library staff on 02890205093 to make payment
- Bank transfer. Relevant details will be provided in the email confirmation from library staff
- Cheque made payable to 'Union Theological College.'



The Gamble Library

4. Receive your images

Images will be sent by email or via a file transfer platform, depending on their size, when payment has been received. Depending on staff capacity and the volume and complexity of your request, completion may take up to 5 days from the date of payment.



Appendix 1: Digital Image Request Form

Please complete the following to request a digital image from our special collections and return it to:

Email: librarian@union.ac.uk

Telephone: 02890205093

Librarian

The Gamble Library

Union Theological College

108 Botanic Avenue

Belfast

BT7 1JT

Name (please print):	Telephone:
Address:	Email:
I would like to pay by:	
Credit/ debit card <input type="checkbox"/>	
Bank transfer (account details will be sent by library staff via email) <input type="checkbox"/>	
Cheque made payable to 'The Union Theological College' <input type="checkbox"/>	
Please complete the details for each volume or item you want a digital image of. Please check the online catalogue or ask library staff for the shelfmark of the item.	
1. Shelfmark or description of item to which request relates:	
Page number/description of part to be photographed:	
2. Shelfmark or description of item to which request relates:	
Page number/description of part to be photographed:	
3. Shelfmark or description of item to which request relates:	
Page number/description of part to be photographed:	



4. Shelfmark or description of item to which request relates:

Page number/description of part to be photographed:

5. Shelfmark or description of item to which request relates:

Page number/description of part to be photographed:

I declare that the digital images detailed above, when supplied will be used only for private study or research. I will not supply a copy of them to any other person. I have not previously been supplied with a copy of the same material by you or any other member of library staff. To the best of my knowledge, no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for the same purpose.

I agree to the conditions governing the provision of digital images at the Gamble Library outlined below. I understand that if that if the declaration is false the copy supplied to me by library staff will be an infringing copy, and that I shall be liable for infringement of copyright as if I had made the copy myself.

Conditions:

1. Digital images will only be provided where compatible with preservation of the material
2. The library reserves the right to refuse orders
3. A quotation will be provided by email and images sent on receipt of payment
4. Images will be provided according to the provisions of current copyright law
5. Any personal data relating to your enquiry will be used only for the administrative purposes of the Library and stored in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. It will not be passed on to third parties.

Signature of requester:

Date:



Appendix 2: Permission to Publish Request Form

Please complete the following to obtain permission to publish any photographic material from our holdings and return to:

Email: librarian@union.ac.uk Telephone: 02890205093

Librarian

The Gamble Library

Union Theological College

108 Botanic Avenue

Belfast

BT7 1JT

Name (please print):	Telephone:
Address:	Email:
Organisation:	Position:
I would like to pay by:	
Credit/ debit card <input type="checkbox"/>	
Bank transfer (account details will be sent by library staff via email) <input type="checkbox"/>	
Cheque made payable to 'The Union Theological College' <input type="checkbox"/>	
I request permission from the Gamble Library of Union Theological College to publish the material described below in (title of publication):	
to be published ____/____/____.	
Publisher (and city of publication):	
Print run / duration:	
Publication price:	
Country:	
Please complete the details for each volume or item you want a digital image of. Please check the online catalogue or ask library staff for the shelfmark of the item.	
1. Shelfmark or description of item to which request relates:	
Page number/description of part to be photographed:	



2. Shelfmark or description of item to which request relates:

Page number/description of part to be photographed:

3. Shelfmark or description of item to which request relates:

Page number/description of part to be photographed:

4. Shelfmark or description of item to which request relates:

Page number/description of part to be photographed:

5. Shelfmark or description of item to which request relates:

Page number/description of part to be photographed:

I understand that this permission will be valid for this specified request only and applies insofar as Union Theological College, as owner or custodian, hold rights in the material, and does not remove the responsibility of the author, editor, and publisher to guard against infringement of any rights, including copyright, that may be held by others.

I agree to cite the source of the material(s) next to each licensed image as follows:
'Image provided by the Gamble Library of Union Theological College, Belfast.'

Any correction of or alteration to any of the licensed images is subject to the approval of the Gamble Library of Union Theological College, Belfast, which must be obtained in advance of publication.

On publication of your product, all digital copies of the licensed image(s), other than those on master disk to be used for further production runs, shall be destroyed.

This licence is personal to the Licensee and may not be assigned, transferred or sub-licensed without prior written consent of the Gamble Library of Union Theological College.

Where the image is being used in a printed publication, I shall supply the Gamble Library or Union Theological College with a copy free of charge, if possible.

Signature of requester:

Date:

