



West Somerset Railway Heritage Trust

Registered Charity No. 265564



Artifact Copying and Photographic Policy

- 1) This form must be completed as fully as possible for all Artifact Copying and Photographic requests. The Trust will not accept any liability if a Requestor is in breach of copyright law. A photocopy of this form should be given to the requestor as a receipt and the original form returned to the Gauge Museum Curator.

Name and address of Requestor	
Description of item (Be as specific as possible)	
General description of condition of item. Any existing damage should be noted.	
Are any of the subsequent copies to be published? The Trust will not accept any liability if a Requestor is in breach of copyright law.	
If the artifact is removed from the collection, it must be on a Loan Basis, state period of loan if appropriate.	
State any special conditions associated with the deposit (see below) or state NIL	

Declaration:

- 1) I declare that I have the permission from the legal owners to make copies of part or all of the requested artifact. The Trust will not accept any liability if a Requestor is in breach of copyright law.
- 2) I confirm that the artefact is part of the West Somerset Railway Heritage Trust collection.
- 3) I confirm that any special conditions on (for example) public access or storage are followed.
- 4) I declare that I understand the WSRHT's policies, copies of which are available on the Trust Web site (<https://www.wsrht.co.uk/>) or on request.

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Signature of Requestor:	
Date of Signature:	
Signature of WSRHT Curator:	
Date of Loan/Deposit:	

DOCUMENT CONTROL

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Version No	Date	Revision
0.1	September 2022	First Draft of Document.
0.2	January 2023	Out for review.
0.3	March 2023	WSRHT Board Approved. Next Revision due March 2026.

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