***THE BRITISH LIBRARY***

***ENDANGERED ARCHIVES PROGRAMME***

***GRANT OF PERMISSION FORM – INSTITUTIONS***

**The Endangered Archives Programme**

Archives around the world can be at risk due to general neglect, poor storage or damaging environmental conditions; they can also be in danger due to wanton destruction. The Endangered Archives Programme (EAP) tries to address this. Since 2004 we have supported over 350 projects in 90 countries worldwide, resulting in over 6.5 million images and 25,000 sound tracks being preserved. In addition to being accessible through local archival partners, this growing archive of digitised material is available freely online through this website for the benefit of researchers everywhere.

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The British Library takes its legal and ethical responsibilities very seriously. We strive to treat the material in our collection in the most sensitive and responsible manner possible. The Library’s framework for handling these issues is detailed in the Further Information section at the end of this document.

**THE BRITISH LIBRARY & ENDANGERED ARCHIVES PROGRAMME**

**GRANT OF PERMISSIONS FORM – INSTITUTIONS**

Between:

**The British Library Board** of 96 Euston Road, London, NW1 2DB (**The Library**),

and

……………………………………………………………………………………………….. (**The Institution**)

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Please indicate your acceptance of the above by countersigning the enclosed copies of this form, keeping one copy and returning the other to the British Library.

**For and on behalf of the owner of the Works**

Signed Date

Name [please print] ………………………………………………………………………………………………

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**SCHEDULE A - Material covered under the Agreement (the Works)**

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**SCHEDULE B - Further Information**

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**Legal and Ethical Responsibilities.**

The Endangered Archives Programme / British Library has a framework for dealing with ethical issues. We take extremely seriously ethical issues and use of cultural property, traditional knowledge, and moral rights. We will therefore display wording the same, or similar in intent, to the following:

The respective owners whose material is represented in the Endangered Archives Programme have kindly agreed for the inclusion of certain digitised objects from their collections to appear on this site. The collections include culturally sensitive materials, which should not be altered or used in ways that have the potential to cause offence to the originating communities. This would include offence to the present-day communities and custodians of, traditional knowledge, craftsmanship, oral traditions and include but not be limited to expressions (including religious expressions), social practices, rituals, festive events, lyrics, music, stories, performances etc. embodied in the material.

Some of the archives, particularly the photographic collections, play an important role in understanding history and ethnographic documentation. These methods may now be considered outdated or inappropriate. The Programme would like to take this opportunity to apologize if any of the images cause offence.

The British Library recognises that broader rights and interests in intangible cultural heritage, including traditional knowledge and other creative expressions embodied in the materials may, under national, customary, religious and other laws or practices, reside with the traditional custodians of such materials. Therefore the prior informed consent of the owners, archival partners or other contributing third parties, as well as the traditional custodians, is required for the commercial use of part or the whole of these materials.

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The British Library would like to thank the World Intellectual Property Organisation (WIPO) for their help in creating this Ethical Usage Policy.