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## Information Leaflet

### PERMISSION TO PUBLISH DOCUMENTS

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## Introduction

This leaflet outlines the procedure for seeking permission to publish images or full transcripts of documents held by the Somerset Heritage Centre. Permission is required for all publication, whether in electronic form (including websites), or in hard copy (including books, pamphlets and journals).

The major issues relating to publication are those of copyright, gaining permission for publication from the owner of the document, and whether or not a reproduction fee is to be charged.

## Who do I need to ask for Permission?

In the first instance permission to publish needs to be requested from the Somerset Heritage Centre. If the document is in the ownership of the Heritage Centre a decision on whether it can be published is generally straightforward. If the document belongs to someone else, however, staff will need to contact the owner to ask for permission. At this point it helps if we have as much information as possible, because owners will often want to know the purpose of publication. Occasionally the owner may decline permission.

It is usually relatively easy to decide who owns a document. The ownership of copyright in documents can be a much more complex matter and is dealt with in a separate leaflet available from the Somerset Heritage Centre.

## What do I need permission for?

Permission is needed to publish any image of a document held by the Somerset Heritage Centre. Permission is also needed to publish a transcript of all or a substantial part of an item. Thus you need permission to place a parish register transcript on your website, to use an image of a map in a report or to reproduce a photograph in a book. Full citations of the source, including the name of the Heritage Centre and full reference numbers, are also required.

The use for publication of short passages from documents does not require permission, as long as a full citation of the source is given.

## When do I need to pay and how much will it be?

Reproduction fees vary according to the type of publication being produced. All fees are per item produced and **do not** include the costs for any copying work carried out by the Heritage Centre. A separate invoice will be posted once permission has been granted.

Not for profit publication	£5 per image	
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	For 2-5 images	£30
	For 6 images and over	£20
Television and radio attendance*	£30 per hour	
Television/film repeats and additional rights	£50	

## How do I apply for permission?

Applications for permission to reproduce documents need to be made in writing, via the attached form. Please provide as much detail as possible as it will help with the assessment of the application.

Once a decision has been made you will be contacted in writing, confirming the decision, and including an invoice for the reproduction fee if applicable.

(\*Attendance fees are not applicable if the visit is as a result of a Somerset County Council press release)

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