

## **The Morrab Library Photographic Archive Takedown Policy**

In making photographic material available through our website, The Morrab Library acts in good faith. We apply safeguards to identify and restrict items which contain sensitive personal data or obscene/defamatory material. We also seek permission from copyright holders, where appropriate. Due diligence is undertaken at the time of scanning and any copyright is noted as necessary. Records of the source of every image are recorded on the system.

If you are concerned that you have found material on our website that breaches copyright law or you have other concerns about the content made available, please contact us stating the following:

- Your contact details.
- The full details of the material.
- The full link to the website where you found the material.
- If the request relates to copyright, proof that you are the rights holder or are an authorised representative.
- The reason for your request including, but not limited to, copyright law, privacy laws, data protection, defamation etc.

When we receive your notification, the following procedure will be undertaken:

1. The Morrab Library will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint.
2. Upon receipt of a valid complaint the material will be temporarily removed from The Morrab Library website pending an agreed solution.
3. We will work with you to ensure the matter is resolved as swiftly as possible, with the following possible outcomes:
  - The material is returned to The Morrab Library website unchanged.
  - The material is returned to The Morrab Library website with changes.
  - The material is permanently removed from the website.

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