



## Memorabilia Permissions Form

Name \_\_\_\_\_

Contact Details: \_\_\_\_\_ (telephone) \_\_\_\_\_ (email)

### ON FIRST CONTACT WITH THE OWNER TRY TO ESTABLISH THE TERMS ON WHICH THE PROJECT CAN ACCESS THE MEMORABILIA

1. If the owner wishes to retain the memorabilia, take the mini-scanner and a digital camera with you to record the memorabilia.

### IN PRESENCE OF THE OWNER

1. List memorabilia in the second column of the table over the page, on two of these 'permission' forms.
2. Read through A and B below with the owner. Ask for a tick in **one** box under 'A' and **both** boxes under 'B'.
3. Ask for the owner's signature on both permission forms and add your signature. Retain one form for the project and leave the other as a receipt.

### AWAY FROM THE OWNER

1. Complete catalogue of memorabilia in the table over the page.
2. Clean/package to protect memorabilia if necessary and practical.
3. Pass collection or digitised material to Dave Calverley or Brian Heywood
4. DC/BH will:  
digitise/catalogue digitisation elements according to metadata system  
create a hard copy of the image or document  
return memorabilia to owner or arrange for archiving.

**A.** Overleaf, please initial each item of your memorabilia to confirm the terms under which you have allowed access to it.

**B.** Please confirm that you give permission for your memorabilia, or extracts from it, to be:

made public on the project website, in exhibitions, in resources for schools and transcribed for the project book	
converted into different electronic data formats, such as Microsoft Word, pdf.	

Signature \_\_\_\_\_ (owner) Signature \_\_\_\_\_ (recipient)





