**Request Form:**

**Permission to draw, photograph and make video recordings in Glasgow Museums’ venues.**

Please ensure that you read and agree fully with the conditions below, before completing this request.

Glasgow City Council/Glasgow Life encourages access to its museum collections for learning, research, and social and economic development.

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Address:** |  |
| **Would like to:** (please indicate) | **Draw** |  | **Photograph** |  | **Film/Record** |  |
| **Purpose or Reason for request:** |  |
| **Location:** | **Museum** requested: |  |
| **Date** requested:(Please include which day of the week)  |  |

Please note that on occasion, due to loan conditions, we may not be able to grant permission to photograph works in an exhibition.

**This permission does not confer the right to publish or to reproduce in any medium for commercial purposes any drawings/photographs/video recordings.**

**Publication**

In the event of publication in any medium of any object, the requester named above agrees to obtain permission for such publication by applying in writing to the Publishing and Licensing Manager prior to each publication, who will advise on permissions and credit lines.

**Commercial reproduction**

The reproduction in any medium of the collections of Glasgow Museums for commercial purposes is permitted only subject to licence agreement. Individuals or firms wishing to undertake commercial development associated with the collections, should apply in writing to the Publishing and Licensing Manager.

**Educational groups**

The following groups are exempt from the need to obtain permission to draw/photograph/make video recordings:

* School children and teachers attending museums to take part in organised activities.
* College and university students and lecturers attending museums for research purposes connected to course work (this does not apply to work on theses and dissertations, or reproduction in project work, for which permission is required).

|  |  |  |  |
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| **Requester:** |  | **Date:** |  |
| **Museum representative:** |  | **Date:** |  |

**\*** Publishing and Licensing Manager, Glasgow Life Photo Library, Glasgow Museums Resource Centre, 200 Woodhead Road, Glasgow G53 7NN; email **photolibraryenquiries@glasgowlife.org.uk**