

Using LSE Archives in the Media

The Archives of the London School of Economics are a treasure house of images on a wide range of topics from the history of the labour movement, the struggle for gay rights to the anthropology of the Pacific Islands. Details of our holdings can be found at <http://www.lse.ac.uk/library/archive/Default.htm>. The Archives Division can help journalists, broadcasters and filmmakers by providing:

- Access to the archive collections for researchers working on media projects
- Providing either digital or photographic copies of items held by the archives.
- Providing access to archive materials for filming.

Obtaining copies of archive materials.

- Before images can be copied you must ensure that the images required are either out of copyright or that you have obtained permission to use the images from the copyright holder. (Archives staff can provide some guidance on locating copyright holders but cannot obtain copyright clearance on your behalf).
- You must first complete and **sign** our copyright form. When we have received proof via letter or e-mail that copyright has been cleared the Library will process your order. A charge will be made for producing the copy and in most cases a reproduction fee will be charged.

Obtaining permission to film archive materials

- Before images can be copied you must ensure that the images required are either out of copyright or that you have obtained permission to use the images from the copyright holder. (Archives staff can provide some guidance on locating copyright holders but cannot obtain copyright clearance on your behalf).
- You must complete and **sign** our application to film form.
- Filming/photography must take place on-site in the LSE Library building.
- We strongly advise that you visit the Archives and the area proposed for filming/photography to assess its suitability and to select the material for inclusion.
- You are requested to make to a formal booking at least **five working days in advance** to ensure that an appropriate room and a member of staff are available for the your project.

During filming/photography

- A member of archive staff will be attendance at all times.
- The positioning of documents is to be done by archive staff.
- The Archives Division reserves the right to refuse to supply material that is fragile or contains sensitive information.

- If the Archivist decides they are unhappy with the way in which documents are being treated the Archives department reserves the right to order filming/photography to cease immediately.
- A charge may be made for this service

In very exceptional circumstances the Archivist may agree to filming/photography being undertaken in an external studio. This will be subject to the provision of written assurances with regard to security and insurance from damage or loss. A member of Archive staff must accompany all material. A charge will be made to cover staff time and travelling expenses.

Please provide the following details in block capitals or tick as appropriate

First name

Surname

Address (London address and permanent address if different)

Telephone

E-mail

Library Card number (LSE members only)

Declaration / conditions of use

I agree to the terms and conditions stated above.

Signature (not typed)

Date

Details of items to be filmed/photographed

Please continue overleaf if necessary

Contact details

Archives Division, Library, London School of Economics
10 Portugal Street, London WC2A 2HD
Tel: 020 7955 7223 Email: document@lse.ac.uk