# Permission to Reproduce RIA mss etc. in publications or other media: procedures

Individuals, publishers, media companies and others may request permission to use Academy images, recordings etc. in theses, publications, films and other media. Permission lasts for five years.

1. Requesters write or email or complete a Permission to Reproduce form, stating what they wish to use, how it is to be used and the rights requested. If forms are not initially submitted, these are usually emailed to the requesters for completion and signature.
2. The request is assessed and permission is normally granted, pending payment of a fee. Generally, it is a condition that the publisher should acknowledge the Academy as the source of the image and often a copy of the publication is requested either in lieu of, or in addition to payment of a fee. Requesters may seek one or more uses when applying for permission. If they wish to use an image in a further publication or in other media this must be requested separately.
3. The customer's name, contact details, nature of the request, conditions laid down, fee charged, format for which use requested and so on are entered on a spreadsheet, to which only authorised Library staff have access, for the record and follow-up purposes, e.g. to ensure that fees are paid, publications received etc.

**Retention Schedules for Permission forms and spreadsheet data:**

**1** Forms, emails or letters requesting the permission are retained for five years for audit purposes and are securely shredded thereafter.
**2** Invoices are retained for two years and thereafter securely shredded.
**3** Personal data apart from name and/or institution, e.g. email details, addresses, phone numbers relating to individuals, are deleted from the spreadsheet after five years.
**4** Spreadsheet data are retained indefinitely for record purposes and statistical purposes and to provide a picture of the way in which Library materials are used, or for other reasons, e.g. a publisher may request extension of a permission.

Version 3, S. Fitzpatrick, Librarian
8 May 2018

Amended, KdeL,
25 May 2018