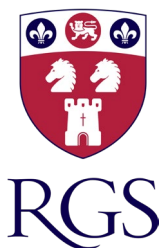


**RGS  
COPYRIGHT  
POLICY**



RGS



# COPYRIGHT POLICY

## Newcastle upon Tyne Royal Grammar School

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### INTRODUCTION TO COPYRIGHT

Copyright law applies to the copying, distribution, performance, adaptation or translation of work. It also covers lending and renting and communicating to the public.

The school has negotiated copyright licences with the Independent Association of Prep Schools (Junior School) and the Centre for Education and Finance Management (Senior School) to cover sharing, copying or using copyright materials, such as books, broadcasts, films and music.

In addition, the Parent Contract with the school permits the school to use students' work in certain ways. The school would ensure, however, that no child is compromised by their full name being publicly available.

For further information visit:

- Independent Association of Prep Schools  
<https://iaps.uk/copyright-licences.html>
  - Centre for Education and Finance Management: <https://cefm.co.uk/licensing/spml-schools/frequently-asked-questions/>
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### RGS ARCHIVES

The RGS Archive holds a variety of published and unpublished works. We can provide a reprographics service for teachers, students and external researchers.

Copies are supplied at the Archivist's discretion. They can be provided either as photocopies or digital images. Due to our limited resources, a timescale for completion will be provided once an enquiry is received.

Some material in our collections may not be able to be copied due to size, physical condition, format, copyright or other restrictions. The Archivist will be able to provide advice on a case-by-case basis.

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### ARCHIVES DIGITISATION AND COPYING

Any copying must comply with copyright law.

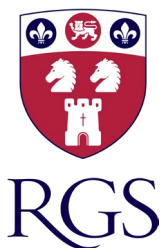
#### **For non-commercial research or private study:**

You must complete a copyright declaration form [ARCHIVE REPROGRAPHICS REQUEST FORM](#)

External researchers: 0-10 images (digital or photocopied) are supplied free of charge. More substantial copying may be undertaken for a fee, to be agreed with the Archivist in advance.

Researchers in the archive reading room may use their own camera free of charge, but will still need to comply with copyright legislation for any images taken.

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### **Publishing and reusing our material:**

Please contact us if you wish to publish or reuse our material. Publishing content from our collections is at the Headmasters' discretion.

If we do not hold the copyright to the material or it is not in the public domain (out of copyright), you must obtain written permission from the copyright holder and forward this to us prior to any copying.

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### **RELATED POLICIES**

This policy will be available internally to staff and will be publicly accessible on our website. Copies of the related **ARCHIVE REPROGRAPHICS REQUEST FORM** are also available.

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### **REVIEW**

This policy will be reviewed annually.

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### **CONTACT DETAILS**

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[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)