



# SPODE MUSEUM TRUST

## Application to Reproduce Items/Documents in the Spode Museum Trust Collection and Archive

### Section A. Applicant's Name and Contact Details:

NAME	
ADDRESS INC. POSTCODE	
TELEPHONE	
EMAIL	

### Section B. Material to be copied/reproduced:

Please specify by ticking the appropriate box(es) below

Documents

Patterns (in pattern books)

Photographs/Images

Images from the Copperplate Archive

Other (please state)

### Section C. Proposed Use of Copied/Reproduced Material:

Please specify by ticking the appropriate box(es) below

Academic Research

Publication in Reference Works

Academic Publication On Line or Print

Commercial Publication On Line or Print

Other Commercial Enterprise

Please provide brief details of the nature of the research, publication or enterprise in the box below:

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**Section D. Description(s) / List of Items to be Copied/Reproduced:**

(continue on a separate page if necessary)

	Approx. Date of creation (to be filled in by SMT)

**Section E. Declaration by Applicant**

I understand that by signing this document I am entering into a contractual agreement with the Spode Museum Trust and hereby certify that the archival material requested will be used solely by me and will **only** be used for the purpose stated in this application. I accept that all rights associated with the material remain with the Spode Museum Trust.

I further accept that I will credit and acknowledge the Spode Museum Trust wherever the archival material is used and, if any work published by me makes substantial reference to the Spode Museum Trust, I undertake to provide the Trust with a copy of the final work free of charge.

SIGNED .....DATE .....

PLEASE POST APPLICATION TO:

Spode Museum Trust, 15 Leadbeater Avenue, Stoke on Trent, Staffordshire ST4 5HE

**Section F. Spode Museum Trust Office Use**

Application scrutinised and accepted by:

SIGNED .....DATE .....

(Trustee or Trust Representative)

**IMPORTANT NOTE**

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