

How to fill in the Content Licence

A simple seven step guide

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On page 1 of the form

1. Your name

Write your name in the box alongside 'the Licensee'. If you are acting on behalf of a company or organisation, use the name of the company or organisation, not your name.

On the schedule (page 6 of the form)

2. Your name and address

In the top box, enter your name and address as 'The Licensee'. Use the same name that you used on page 1. If you are acting on behalf of a company or organisation, use your company's or organisation's primary business address.

3. Content

Detail the material that you want to re-use. The more specific you are, the more quickly we will be able to process your request. You can attach a separate sheet of paper if you need more space, just make a note of this in the box.

4. Production run

Write how many products you are going to make during the Term, if applicable.

5. Products and/or services

Enter details of the products and/or services for which you want the Content.

6. Purpose

Describe what you want to do with the Content. Again, please be specific. For example, if you want to include an image in a book, enter the name of the book, the date of publication, whether the book will be printed and/or produced as an ebook, and how and where you plan to include the image within the book. You can attach details on a separate sheet of paper if you need more space, just make a note of this in the box.

7. Signature

When you are happy with your form, sign the bottom of the page as the Licensee. As well as signing, please print your name, the date, and where the form was signed (on the 'At' line). There is also space for you to provide a contact email address if you have one. Adjacent to your signature is space for the Library to sign (to 'counter-sign').

Return your form

You may want to check your form with us before signing and returning it. Some of your request may not be possible or we may ask you to add to or amend the form. Depending on your request, we may need to edit or change some of the details in the 'Library' box on page 6. There may also be reprographic and/or permission fees associated with your request.

When you are happy with your request, check your form, **sign** and fill in the Licensee section and **return your form (and any additional sheets you've used)**.

If you have used any additional sheets, please **sign or initial** these.

You can scan your form and **email** it to enquiries@nls.uk or you can **post** a paper copy to:

National Library of Scotland
George IV Bridge
Edinburgh
EH1 1EW
United Kingdom

Please remember that by sending us a form you do **not** have permission to re-use content. We must have a counter-signed form (signed by the Library as well as the Licensee) in order for you to obtain permission.

What we will do

We will check the details on your form. If something that we need is missing, if we find an issue with your request, or if for some other reason we cannot meet your request we will get in touch. If the nature of your request means that there will be reprographic and/or permission fees we will inform you of these if we have not already done so. If you are happy with the fees we will invoice you for them.

We will add any further details needed on your form. Once the form is complete and you have signed it we will counter-sign.

If you have provided us with two signed paper copies we will return one counter-signed paper copy to you by post. Please note, however, that if you have only sent one paper copy, or if you have sent your form by email, it may not be possible for us to send you a paper copy.

We will retain a copy of your form, including in electronic format, for our records. Personal data will be processed in accordance with the Data Protection Act 1998 for the purposes of managing your permission and managing our collections.