



## **TOPSHAM MUSEUM**

### **PERMISSION TO PHOTOGRAPH DISPLAYS AND EXHIBITS POLICY**

Created: 27 November 2014

Reviewed: September 2019

Date for Next Review: July 2024

With the increasing use of smart phones, it has become difficult to police the use of cameras in the Museum. The Trustees have accordingly reviewed the previous policy and have agreed that visitors are no longer required to complete a permission form if they are taking photographs solely for their own use.

#### **Topsham Museum (TM):**

- permits the use of cameras in Topsham Museum where the photographs are solely for private use and TM holds the rights to the objects or images
- does not permit photographs to be taken where TM does not hold the rights to objects or images and the owners or donors have withheld permission for photographs to be taken
- will display a clear notice where permission to take photographs is not permitted
- will ensure that, where there are special requirements for items on loan, that the Room Stewards are aware that photographing of objects in the exhibition room is not permitted
- does not permit flash photography anywhere in the Museum as the use of flash is obtrusive and can spoil other visitors' enjoyment of the Museum
- will advise visitors of this Policy by a notice at the Reception Desk
- will only allow use of photographs for commercial purposes where permission has been obtained in advance from TM
- reserves the right to impose fees for the commercial use of images and to determine these fees in regard to the proposed use of those images

**Signed:**

**November 2019**

**Alan Caig**  
**Vice Chairman**  
**and a Trustee of Topsham Museum**

**Gill McLean**  
**Secretary**  
**and Trustee of Topsham Museum**