

SURREY HISTORY CENTRE

FILMING POLICY

Surrey History Centre welcomes the opportunity to feature in film and television productions and, if the necessary permissions have been obtained, for records we hold to be published in electronic format. In order for us to consider requests to film or the electronic publication of records that we hold, certain terms and conditions need to be agreed on. We are a working archive which means that we need to ensure that the needs of the public using the History Centre and the security of our holdings always take priority.

Requests to film at Surrey History Centre or to publish in electronic format material held by the History Centre should be made in writing or by e-mail to the Heritage Manager at the following address: Surrey History Centre, 130 Goldsworth Road, Woking, Surrey, GU21 6ND; fax 01483 518738; e-mail: shs@surreycc.gov.uk. We will also require you to complete the attached application form. Please contact us as far in advance as possible, giving us at least ten working days' notice, so that we can make the necessary arrangements for you. In your written request please let us know the following details:

- Why you wish to film at Surrey History Centre or why you wish to publish material held by Surrey History Centre in electronic format.
- The documents you wish to film or photograph for broadcast/electronic publication (including Surrey History Centre reference numbers). Please note that certain items may be subject to restricted access or to copyright and that we may need to obtain the permission of the depositor of records we hold on loan – all of which will need to be checked by our staff well in advance of filming.
- When you would like to do the filming, as well as the time that you expect to arrive and how long you expect the filming to take – (please also provide us with alternative dates).
- In which areas of the building you wish to film (i.e. public searchroom, strongrooms, etc.). Please note that access to the strongrooms is closely regulated and permission to film within them may not be granted
- The number of people from your company/organisation who will be visiting Surrey History Centre on the day of filming.

PREPARING FOR YOUR VISIT

Where possible, we would advise that you arrange to make a preliminary visit to Surrey History Centre in order to view the building itself and the spaces where you might wish to film. This would also be an opportunity to research and view documents held in our collections that you wish to use during filming or for electronic publication.

Our collections can be searched using the computer terminals and research aids in our public searchroom. In addition, many of our holdings can be searched for in advance of visiting using the *Search for archives or books* option on our website at: <http://www.surreycc.gov.uk/surreyhistorycentre>. Our archival collections can be searched via the links to the *Archives Index*, *Collections Catalogue* and to *Access to Archives*. Local studies library material is searchable using the link to the *Surrey Libraries Catalogue*.

If you are not able to make a preliminary visit and would like History Centre staff to examine certain documents from our holdings on your behalf, you will need to apply to use our paid Research Service. Full details for this are also available on our website: follow the link to *Using Surrey History Centre* and scroll down the page to *Surrey History Centre Table of Fees*.

Please note that it is important that you quote all items that you wish to either film or photograph on the attached request form so that we can have them ready for you when you visit.

ARRANGEMENTS FOR FILMING AT SURREY HISTORY CENTRE

Filming should usually take place during our normal opening hours:

Tuesday 9:30am - 5:00pm

Wednesday 10:15am - 5:00pm

Thurs 9:30am - 5:00pm

Friday 9:30am - 5:00pm

Saturday 9:30am - 4:00pm

Please note that you must have finished filming, packed equipment away and returned documents before our stated closing time.

Filming on a Monday, when the building is closed to the public, may be possible but this will need to be organised well in advance to ensure adequate supervision is available.

Details of our location and a map are available on our website. We can also send you a printed map with directions in advance of your visit if you require. Parking for visitors is available at the rear of the building and accessible via Kingsway. Please advise us in advance of all vehicles, caravans, trailers and plant that you intend to bring and park on site.

Upon arrival we will issue all visitors from your organisation with a reader's pass. Please ensure that everyone brings some identification with them. They will need to give their full name and current address. A driving licence or latest utility bill is ideal. We will also require each member of the group to sign our visitors' book.

At least one member of Surrey History Centre's staff will be on hand to supervise you during filming. All filming and photographic equipment should meet current safety standards. Any damage that occurs as a result of filming is your responsibility. Please bring a copy of your insurance schedule with you to show that you are adequately insured.

We may be able to reserve space in our seminar and events room if you need a quiet area in which to film or photograph documents from our collections, or are intending to interview History Centre staff. If you wish to book the lecture room please let us know well in advance of your visit.

Please follow our searchroom and safe-handling guidelines when filming or photographing documents. Documents can easily be damaged if handled carelessly. History Centre staff will be able to advise you on the correct handling of documents if you have any questions during filming. We will be able to provide you with book-rests and other material for the display of documents provided that you request these in advance. Protective gloves can also be provided for particularly fragile or vulnerable materials.

Please ensure that all light sources you use to film our materials are fitted with UV light filters to reduce the UV content of light to below 50 microwatts per lumen; that the light level on the surface of the document or book does not exceed 1000 lux; that items are not lit for longer than 15 minutes during filming; and that all lights are positioned at least one metre away from the materials being filmed.

At the beginning or end of the film we must be credited as follows:

“[name of our expert (if any): Surrey History Centre”

or

“With thanks to Surrey History Centre.”

You must also supply us without charge two digital copies of the film together with the free and irrevocable right within the premises of Surrey History Centre for the full legal term of copyright (including any extensions, revivals or renewals thereof) to use, edit, reproduce and present the same to the public for our own purposes absolutely.

Please ensure that you do not change our premises in any way without our consent. You will be required to clear all your equipment and litter from the premises and fully restore them after filming or meet our costs in doing so. You must notify us immediately of any damage you cause and meet our costs in making good.

Surrey History Centre reserves the right to refuse permission to film or to terminate filming at any time if we are concerned that our terms and conditions are not being met.

FEES

There is a fee of £250 per day for filming at Surrey History Centre. This is to cover the cost of staff time in preparing for and supervising the visit.

To use images from the records, including photographs, you must **seek permission by completing the following form**. Many of the items that we hold are subject to copyright or deposit conditions that will need to be cleared before broadcast can take place. You must factor into your planning adequate time to allow us to contact depositors or copyright owner and to receive a reply.

Transmission fees of £65 per item are charged on any close-up shots of materials held by Surrey History Centre that are used in the broadcast version of your film.

FORCE MAJEURE

You must accept that we shall not be liable to you in respect of anything which may constitute a breach of these terms arising by reason of force majeure, namely, circumstances beyond our control (which may include but not be limited to fire, flood, sabotage, strike).

FREEDOM OF INFORMATION

You must acknowledge that we, and many of the records we hold, are subject to the requirements of the Data Protection Act (2018), Freedom of Information Act (2000) and Environmental Information Regulations and you will assist and cooperate with us to enable us to comply with information disclosure requirements. We shall be responsible for determining in our absolute discretion whether information is exempt from disclosure under this legislation and the extent of information to be disclosed in response to a request for information.

SHC item ref.	Title/description	Date(s)/ page nos.

Which areas of Surrey History Centre do you wish to film in? (e.g. foyer, public searchroom, lecture room, strongrooms, etc.)

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In accordance with the requirements of Surrey History Service I,, on behalf of request one-time, non-exclusive, world-wide rights to electronically publish or broadcast the material listed overleaf and held by Surrey History Service in a single programme, or on a website, intranet or CD-ROM and in a single format.

Images used on the web must be no more than 28 pixels per cm and no more than 280 pixels per cm along the longest edge.

Signed:

Date:

The Surrey History Service hereby authorises you to publish the material identified on this application form. In granting this authorisation Surrey History Service does not surrender its own right or the right of owners of deposited material to publish it or to grant permission to others to do so. Nor does this authorisation by Surrey History Service remove the author's, producer's or publisher's responsibility to guard against the infringement of rights that may be held by others.

The following credit line must appear in its entirety in the credits of the above programme or electronic publication:

With thanks to Surrey History Centre

Approved by:Date:

PLEASE ASK FOR A PHOTOCOPY OF THE COMPLETED FORM

PAYMENT

Payment can be made by credit card or by providing us with you name, address, telephone number and purchase order number so that we can raise an invoice.

(Block capitals please)

Name

Address

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Telephone

Email address

Purchase Order No:

Payment details

Please charge this credit/debit card Switch/Visa/Mastercard

Start Date.....

A/C number

Expiry Date.....

Name of credit card holder.....

Debit card issue number.....

3 digit security number (last 3 numbers from strip on reverse of card)

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I enclose a cheque for £..... made payable to **Surrey County Council**.

Cheques should be in Sterling drawn on a UK bank