



## Application for a BGS Copyright Permit

Version 1.0  
January 2012

Contact Name:

Company / Organisation:

Address:

Telephone number:

Email address:

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If you have not already done so, please consult the BGS Terms of Use information available at <http://www.bgs.ac.uk/about/copyright/home.html>, before completing this form. You only need to apply for a copyright permit if your intended use of BGS materials is not covered by the permission granted via the Terms of Use page.

### **1. WHICH BGS MATERIALS DO YOU WISH TO USE?**

Please provide as much information as possible in the space below, regarding the BGS material you wish to use. The table below provides guidance with regard to the information you need to provide us with in order for a permit to be issued at the earliest opportunity. If sufficient information is not provided, we may need to make further contact with you which may delay the issuance of the permit:

<b>Type of BGS material</b>	<b>What information you need to provide below</b>
A) Extracts from BGS Reports or Articles	Source publication; title of report / article; author; date of publication
B) Extracts from BGS published maps	Map title; sheet number; scale; edition / date
C) BGS photographs	Photo source; description or (ideally) BGS image reference number; photographer (if known); date (if known)
D) Other BGS materials (e.g. figures, tables, diagrams, logos)	Type of material; source; date (if known)

1.

## **2. WHAT WILL YOU BE DOING WITH THE BGS MATERIAL?**

Please answer the following questions as fully as possible, in order for a permit to be issued at the earliest opportunity. If sufficient information is not provided, we may need to make further contact with you which may delay the issuance of the permit.

- ***What kind of 'product' will the BGS materials be included in?*** (E.g. will it be included in: a book, report, academic paper, poster, CD-ROM, advertisement, promotional materials, exhibition materials, presentation materials, a website, other)
- ***What size will the reproduced BGS materials be?*** (E.g. up to ¼ page; up to ½ page, up to full page; other)
- ***If there will be a product, how will it be distributed / made available: e.g. printed publication; electronic publication; freely available website?*** (If it will be a printed publication, please confirm the estimated print run, publisher name and publication date).
- ***Are you being paid to produce the product and / or will the product be sold, rather than freely distributed?*** (Please confirm the sale price, if known)?
- ***What will the product be called?*** (For printed or electronic publications, please provide the title. For Internet use, please provide full details of the website where the BGS material will be made available).

## **3. RETURNING THIS APPLICATION**

Please send your completed forms to:

IPR Section  
British Geological Survey  
Kingsley Dunham Centre  
Keyworth  
Nottingham  
NG12 5GG

Email: [ipr@bgs.ac.uk](mailto:ipr@bgs.ac.uk)  
fax: 0115 936 3615

Upon receipt of the completed form a permit will be issued, or we may contact you if further information is required and / or to provide you with a quote for the fee associated with the issuance of the permit, if a fee will apply (which will depend upon the BGS materials involved and the specific use you wish to make).