

# Headstone Manor & Museum Visitor Photography and Video Policy

Headstone Manor & Museum is Harrow's dedicated local history museum run by the Harrow London Borough Council.

## **Personal Photography**

We encourage visitor photography in the Museum and its grounds. These photographs may be used for personal, non-commercial use only. They may not be sold or distributed.

For the safety of yourself, other visitors, and our objects, please do not use tripods or selfie sticks. Be considerate of other visitors who may not wish to be included in your photos.

For preservation purposes, please do not use flash inside the Museum.

Certain temporary exhibitions may have photographic restrictions for copyright reasons. These areas will be signposted.

## **Media and Commercial Photography**

Members of the media wishing to photograph or film need to obtain prior permission from the Museum. Please email [info@headstonemanor.org](mailto:info@headstonemanor.org) with any requests.

Photography or filming for commercial usage must be approved and scheduled in advance. There may be a charge for such usage. Please email [info@headstonemanor.org](mailto:info@headstonemanor.org) with any requests.

## **Copyright and Takedown Policy**

Some records also include images, many of which are subject to copyright. Headstone Manor & Museum has undertaken due diligence to ensure that images are reproduced with the consent of the copyright holders. However, the Museum has not been able to trace all copyright holders, especially for older material. Any information or enquiries regarding our copyright policy should email [collections@headstonemanor.org](mailto:collections@headstonemanor.org).

As a visitor to our website, you are permitted to view the images and download them for personal use and private study. You may share images which are watermarked © London Borough of Harrow/Headstone Manor Museum on social media. However, images which are marked with other copyright notices (e.g. © Francis Frith) may not be shared on social media. The reason for this is because social media does not qualify as 'personal use' under copyright law.

We recognize our responsibility to ensure the accuracy of copyright information provided on the catalogue. However, we are not liable for any breach of copyright law made by users when using content displayed on our site.

High resolution images of our collection are available for purchase and license. If you'd like to contact us regarding reproducing images from the catalogue please email us on [collections@headstonemanor.org](mailto:collections@headstonemanor.org). Fees and charges are available to view here ([link to PDF](#)).

Headstone Manor & Museum works with a takedown policy. We will remove images if contacted by the copyright holder, or make suitable adjustments to the catalogue entry. If you believe you hold the rights to one of the images you see on our catalogue, please email [collections@headstonemanor.org](mailto:collections@headstonemanor.org) with the following information:

- Contact details (name, email address, phone number)
- The object Reference Number/Object number
- The nature of the complaint
- A statement that you are the copyright holder/are authorised to act on behalf of the copyright holder. You may be required to provide proof of this ownership.

We aim to respond to all takedown requests within 10 working days. If the takedown request is accepted, the image will be removed within two working days.

### **Share Your Photographs and Videos**

Headstone Manor & Museum has several social media sites and we encourage visitors to share photographs and comments from your time with us! Links to the Museum's social media pages can be found below.