

The BBC Written Archives Centre Permission to Use Form

Guide for Users

The Permission to Use form is intended to simplify the process for obtaining permissions to use BBC written content in small scale publications such as academic journals, academic or other non-commercial books and in academic theses and dissertations.

Non-BBC Copyright Material: You will need to complete the form to reproduce any written content sourced from the BBC Written Archives Centre. However, not all BBC written content is BBC copyright. In general, anything written by a member of BBC staff in the course of his or her duties is likely to be BBC copyright, for which the BBC can grant permission. Copyright in content created by other people who were/are not direct employees is likely to be held by the creator, not the BBC (this will include most scripts). The BBC is unable to grant permission on behalf of any third party copyright holders, and you will need to obtain permission from any third party rights holders before using their material. If necessary we can advise on whether material is likely to be BBC copyright.

The BBC signs the form on the understanding that all necessary steps have been taken to obtain any relevant third party permissions and that evidence of this can be produced if requested (See Part 1, Clause 3).

Part 1 of the document sets out the standard terms under which we can grant permission to use BBC written content in your publication. We are not able to change these terms.

Part 2 of the document is an application form for you to complete.

If you are applying as an individual, the address must be your personal address. If you are applying on behalf of an organisation/institution/company then it should be the formal legal address of your organisation/institution/company.

The telephone and email should be your personal individual phone number and email address, so that if necessary we can contact you easily.

Please click on all the boxes which apply to your manuscript. This is a 'catch all' template form and not all the sections will be relevant, so please mark the form 'N/A' where applicable.

If you need to describe format, the form will expand as you type.

You must attach the sections of your manuscript which contain BBC written content, together with any accompanying notes sections and an approximate word count of the manuscript as a whole (not just the section you are submitting). Direct quotations from BBC documents should be highlighted. Please ensure that the manuscript you submit is the final version. We cannot grant permission based on draft versions that may change before going to print.

Part 3 of the document will be completed by Written Archives Centre staff on behalf of the BBC.

Please email your completed form and attached manuscript to us. If we are able to grant permission, we will sign and date it and return a PDF copy to you to keep for your records. If a fee is applicable the form will show the amount payable (exclusive of VAT), and we will also send an invoice for the amount. We will always advise on our charges and let you know if a fee is applicable before signing the form.

BBC Written Archives Centre, Peppard Road, Caversham Park, Reading, RG4 8TZ, UK

Heritage@bbc.co.uk

+44(0)20 8008 5661