



## **University of Bath Archives & Research Collections: Digital Collections Take Down Policy**

Digital collections are made available for educational purposes in support of University research, teaching and learning activities.

We make every reasonable effort to ensure that content published online complies with UK copyright legislation.

If you are a rights holder of material in our digital collections and are concerned that you have not given permission or that it is not covered by a limitation or exception in UK copyright law, the Library upon notification will review the legal status of the content and remove it as appropriate.

To register a concern of this kind please contact: [E.Richmond@bath.ac.uk](mailto:E.Richmond@bath.ac.uk) including:

- Your contact details
- Full details of the content, including its location (URL)
- The reason for your take down request
- Proof that you are the rights holder or authorised representative.

On receipt of a take down request the Library will:

- Acknowledge that it has been received
- Make an initial assessment of the validity of the request
- Temporarily remove the content from public view if further investigation is necessary.

If a request is found to be invalid the requestor will be informed, no further action will be taken and the content will be restored to public view.

If a request is found to be valid the rights holder will be informed and the content will be permanently removed.

Investigation of requests may take some time depending on the nature of the content and the concerned raised. All attempts will be made to resolve the issue swiftly and to the satisfaction of both the requestor and the Library.