

## Notice and takedown policy

If you are a rights holder and are concerned that you have found material on our DERA repository for which you have not given permission, or that is not covered by a limitation or exception in national law, please contact us in writing stating the following:

1. Your contact details.
2. The full bibliographic details or citation of the material, sufficient to identify it without ambiguity.
3. The full URL where you found the material.
4. Proof that you are the rights holder and a statement that you are the rights holder or are an authorised representative.

Contact Details:  
Newsam Library and Archives  
20 Bedford Way  
London  
WC1H 0AL

Email: [joe.dera@ucl.ac.uk](mailto:joe.dera@ucl.ac.uk)

Upon receipt of notification, the 'Notice and Takedown' procedure is then invoked as follows:

1. We will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity of the complaint within ten working days.
2. Upon receipt of a valid complaint the material will be temporarily removed from the DERA website pending an agreed solution.
4. The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
  - The material is replaced on DERA unchanged.
  - The material is replaced on DERA with changes.
  - The material is permanently removed from DERA.
5. If the contributor and the complainant are unable to agree a solution, the material will remain unavailable through our repository until a time when a resolution has been reached.